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ABSTRACT

These 24 self-contained competency-based modules are designed to acquaint Florida adult students with laws they will meet in everyday life; fundamentals of local, state, and federal governments; and the criminal and juvenile justice systems. (The 130 objectives are categorized in the first three levels of the Cognitive Domain and parallel the Adult Performance Level competencies.) Rationale and terminal performance objectives are first presented. Each module may contain some or all of the following: objectives, vocabulary list with definitions, enabling activities, resources needed, synopsis of film(s) listed as resources, and handout(s). Topics covered include need for laws, driving laws and signs, voting duties and responsibilities of citizens, consumer law, citizen rights, legal importance of name, need for lawyer, legal documents, social legislation, Florida police, local government, elected county government, state officials, Florida governor, Florida laws, how a bill becomes a law (state and federal), powers of the president, United States Court System, Miranda warnings, felonies versus misdemeanors, court appearances, juvenile justice system, and juvenile delinquent and PINS (Persons in Need of Supervision). Other materials include an answer sheet, competency task matrix, and bibliography. Also, teacher's instructional guide is attached. (YLB)

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ED216189

Know Your Laws

Written By Joan Watson

Illustrated By R. Finney

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KNOW YOUR LAWS

This project was developed under the provisions of Section 310 of the Adult Education Act, Public Law 89-750, in cooperation with the State Department of Education, Adult and Community Education Section, Tallahassee, Florida and the Flagler County School Board, Bunnell, Florida.

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*****

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*****

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*****

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RATIONALE

The purpose of Know Your Laws is to acquaint the student with the laws he or she will encounter in everyday life, and the fundamentals of our local, state and federal governments and our criminal and juvenile justice system. Emphasis will be placed on Florida laws, consumer application needs, legal documents and social legislation.

TERMINAL PERFORMANCE OBJECTIVE

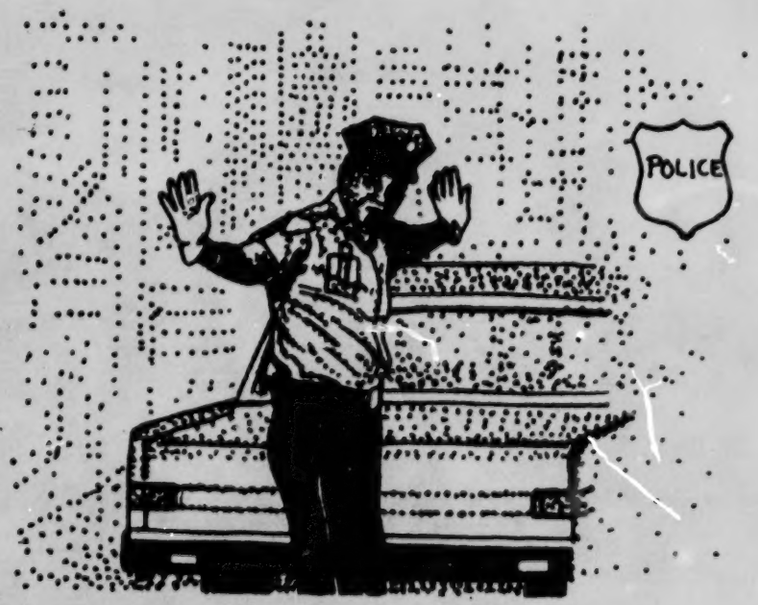
For the student, your primary goal is to become knowledgeable of the laws on the local, state and federal levels as stated in Know Your Laws. Upon completion of one or all twenty-four (24) modules, the student must achieve a passing score of 70%. The satisfactory passing score of 70% and the ability to demontrate proficiency and practical application in comprehending and utilizing legal terminology and obeying the laws indicates a student can successfully interact in the mainstream of our American society.

Mcdule: Why Laws Are Needed

Module I

Objectives

1. The student will define the word "laws."
2. The student will list five (5) reasons why laws are needed.
3. The student will learn why some laws are not enforceable.
4. The student will be able to explain three (3) types of law through the ages.
5. The student will explore modern types of law which follows two (2) great traditions.



Vocabulary

anarchy

law

civil law

criminal law

administrative law

enforceable

civil rights

code

natural law

common law

civil law system

Enabling Activities

1. Use handouts to assist you with your objectives
2. Participate in classroom discussions over objectives
3. Listen to guest speaker
4. View films
5. Review vocabulary/word meanings
6. Study handouts

Resources

Handouts:

1. Why Laws Are Needed
2. Earliest Laws

View films

Guest speaker

Supplementary reading provided by teacher

Film Synopsis

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Vocabulary - Definitions	
anarchy	: a society which has no laws or government to make laws
law	: the binding rule of society, set up by the people and backed by some kind of enforcement
civil law	: law dealing with disputes between private parties or private parties and government
criminal law	: law dealing with an act harmful to a society
administrative law	: law dealing with how a government is to be organized
civil rights	: the basic rights of an individual
code	: a listing of all laws that are in effect
natural law	: certain fundamentals of justice applying to all people
common law	: a system based on both on laws and judges' decisions
enforceable	: to compel observance of the law
civil law system	: a system dating back to the Code of Justinian

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Code of Hammurabi

The Code of Hammurabi is one of the earliest list of laws. This list was put together around 1790 B.C. on the orders of Hammurabi. Hammurabi was the king of ancient Babylonia. Babylonia is now the country of Iraq. A listing of laws is called a "Code." The Code of Hammurabi was chiseled in stone. The Code of Hammurabi can be found in a museum in Paris and the writing is still readable. Some of the laws of this Code are stated above and list punishment for wrongdoers.

The Ten Commandments

Another code of law came from the Middle East. This was called the Ten Commandments, or the Law of Moses. Moses was the leader of the Jewish people. Thus, the code sums up the religious rules/laws of the Jewish people. The Ten Commandments are moral rules. They are rules for telling what is right from wrong. Unlike the Code of Hammurabi, the Ten Commandments do not list punishment for wrongdoers. Through the ages the Ten Commandments have had an effect on Christians, Moslems and some ideas are found in United States laws.

Roman Laws: Laws of the Timeline Tables

The Romans were one of the great civilizations of the world. Roman laws were fairly simple and school children were made to memorize the laws. The laws were arranged on timeline stone tables. This code, called Laws of the Twelve Tables, was written around 450 B.C. Of special importance was the Roman idea--that certain principles of justice applied to all people. They called these principles "natural law." These principles of "natural law" are thoughts expressed in our Declaration of Independence.

Code of Justinian (533-534 A.D.)

The Code of Justinian originated by order of Justinian I, emperor of Constantinople, a part of the Eastern Roman Empire. After the collapse of the Roman civilization, Justinian I ordered his lawyers to draw up a list of the best Roman laws. From this list, the lawyers produced a new code of law. It was called The Code of Justinian, or "The Body of Civil Law." Throughout the years, the Code of Justinian was updated, especially under the French emperor, Napoleon.

The Code of Justinian differs from our modern laws in many ways. For example: theft was not considered a crime, but a dispute between two people was. The victim had to sue the thief. If the victim won, the thief would have to repay the victim. The code gave both married and unmarried women the right to own property and to make legal agreements. There are still some nations throughout the world that do not give women certain rights like the above.

Common Law (1154-1189 A.D.)

In the early Middle Ages, English law lacked consistency. Henry II, who ruled England from 1154-1189 A.D. played a major role in reforming the law. He sent judges throughout the country to hold court. Wherever these judges went, they applied the same rules of law. These rules became known as the "Common Law." Common Law is the basis of law for most English-speaking countries throughout the world, including the United States and Great Britain.

(Continued)

"Precedent Common Law" is sometimes called "judge-made-law," because it grew out of the decision (precedent) of judges. Common Law also has many rules (laws) made by law-making bodies, such as the British Parliament in England; in the United States, laws are made by the Congress or the states. Judges who must apply these laws still rely on "precedent"--the decisions of judges in earlier cases.

Module: Your Driving Right--Privilege

Module II

Objectives

1. The student will recognize and interpret traffic signs and symbols.
2. The student will comprehend the importance of obeying traffic signs and symbols.
3. The student will identify violations of the license law which are serious offenses pertaining to cars/motorcycles.
4. The student will list state laws for bicycles and moped riders.
5. The student will learn how and where to apply for a state identification card or a driver's license.

Vocabulary

vehicle
interpret
obey
symbols
comprehend
participate
yield
warning
regulations
responsibility
defensive
preventive
privilege

Enabling Activities

1. Label traffic symbols
2. Participate in groups--discussions on traffic signs regulations/laws defensive driving and preventive injuries. State finding of each group.
3. Make flow chart on bicycle and moped laws
4. Transparencies. overhead projector
5. AV cassettes/films
6. Map of city/county
7. Review vocabulary/word meanings

Resources

Driver's Education Handbook

Adult Basic Education students

Florida Driver's Handbook

Department of Highway Safety

Chart/handouts: Roadwork/On The Road

Films: Signs and Lives
Safe Naming Streets & Highways
Operation of the Motorcycle

Cassette: A Visit to Your Motor Vehicle Office

Film Synopsis

Signs and Lives: 16mm sound - 12 min.

This film, in full color, shows the many familiar road signs and pavement markings that guide and direct the flow of traffic.

Safe Driving Streets & Highways: 16mm sound - 8 min.

Full color film points out safe driving habits when driving on streets and highways.

Operation of the Motorcycle, p. 149: 16mm sound - 14 min.

Full color film demonstrates methods to acquire defensive riding skills. Fundamentals of safe motorcycle operation in traffic, including co-existence with four-wheeled vehicles.

Bicycles Are Beautiful: 16mm sound - 27 min.

Full color film, narrated by Bill Cosby, gives bicyclists a chance to test their knowledge of bicycle safety and rules of the road.

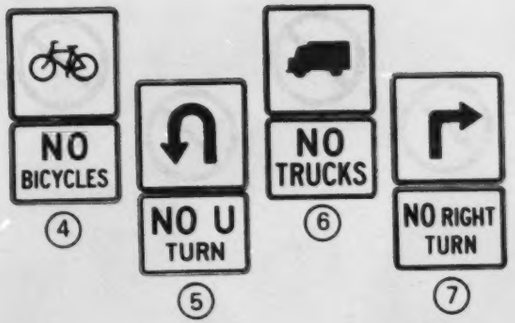
REFERENCE: Educator's Guide to Free Films
40th Annual Edition, 1980
Educators Progress Service, Inc.
Randolph, Wisconsin

Vocabulary - Definitions

vehicle	: any means of carrying persons or goods from place to place
interpret	: to explain or tell
symbols	: sign with letters on it
obey	: to carry out the orders of someone--law to mind
comprehend	: to understand fully
participate	: to have a share in common with others; to take part
yield	: to give way; to grant right of way
warning	: something that warns--signs or notice of something that may or will happen
regulation	: a rule or order having the force of law
responsibility	: the quality of being trustworthy; reliable
defensive	: serving to defend or protect
preventive	: that which prevents something from happening
privilege	: to grant a right or liberty to someone

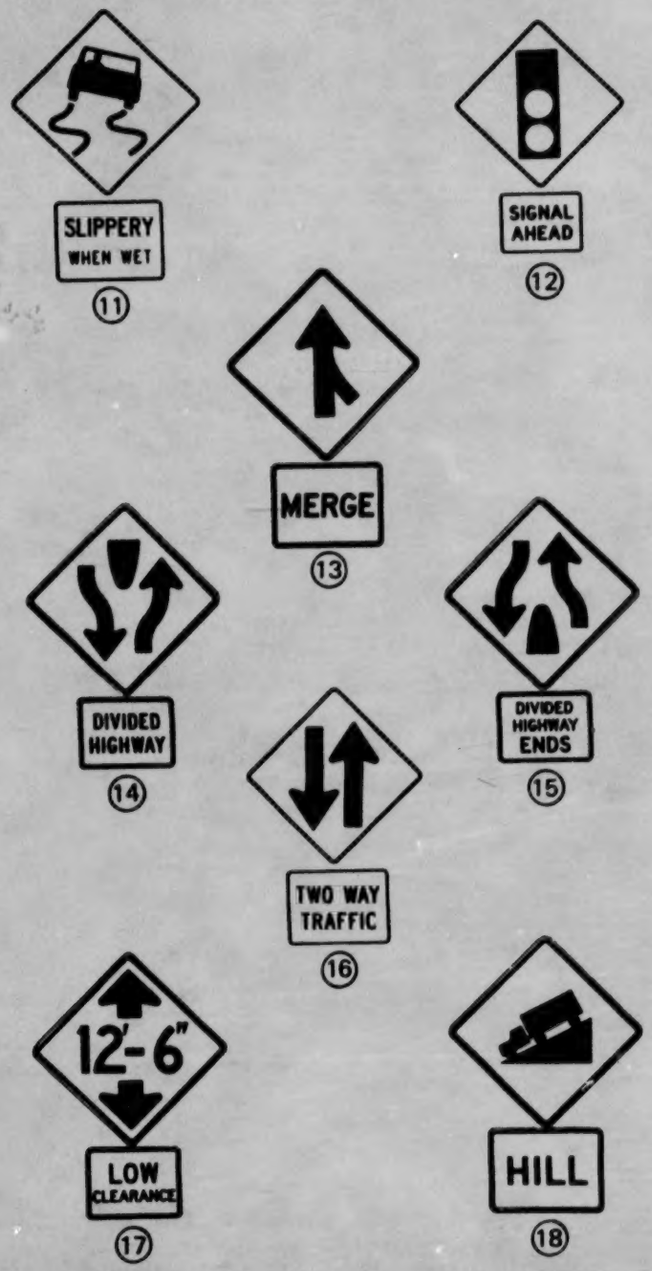
Module II

Roadwork



ANSWER THE QUESTIONS WITH THE CORRECT NUMBER

1. Which sign tells you that you cannot make a U turn? _____
2. Which sign tells you there may be farm animals crossing the road? _____
3. Which word on a sign tells you that you may need to stop to let another car go by? _____
4. Which sign tells you that you cannot ride your bicycle? _____
5. Which sign means pedestrian crossing? _____
6. Which sign means no trucks allowed on this road? _____
7. Which sign tells you not to enter a certain street? _____
8. Which sign tells you to stay to the right side of the road? _____



On the Road

ANSWER THE QUESTIONS WITH THE CORRECT NUMBER:

1. Which sign tells you that traffic will be going in both directions? ____
2. If a truck is 13 feet (13') high, which road sign would be important for the driver to read? ____
3. Which sign means there is a steep downgrade? ____
4. Which sign means two roads are coming together? ____
5. Which sign would be very important to read if it was raining? ____
6. Which sign tells you a divided highway is just ahead of you? ____

Module: Your Vote Is Important

Module III

Objectives	Vocabulary	Enabling Activities
1. The student will learn about our political party system. 2. The student will describe the advantages and disadvantages of our two (2) party system. 3. The student will comprehend the importance of his/her vote in state and presidential elections. 4. The student will list the qualifications needed to register to vote in the state of Florida. 5. The student will participate in a mock election.	voting ballot register electorate polls political party Republican Democrat coalition election plank precinct	1. Group discussion of political parties--advantages and disadvantages 2. Transparencies--voter's qualification in the state of Florida 3. Cassette 4. Election: class candidates 5. Guest speaker 6. Handout: Voter's Registration Application 7. Mock election: issues, political parties, plank, ballot, electorate, polls/voting 8. Review vocabulary/word meanings

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Resources

Your Government and You

Mock ballot from previous 1980 election

Being An Informed Citizen

Transparencies

Cassette

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Film Synopsis

Vocabulary - Definitions

voting	: formal process by which people express their choice about the way government is run
ballot	: official list of people who are running for office
electorate	: all the people who are qualified to vote
register	: a written record, or list, of people who will vote
polls	: voting places
political party	: group of people taking part in the election with the goal of winning control of the government
Republican	: political party: GOP (Grand Old Party)--the symbol is the elephant
Democrat	: political party: People's Party--the symbol is the donkey
coalition	: an alliance of two (2) or more parties
plank	: principal or promise of a political party
election	: selection by vote

Module: Your Duties and Responsibilities as a Citizen — Module IV

Objectives

1. The student will comprehend fundamentals pertaining to his/her duties and responsibilities as a citizen.

2. The student will participate in a classroom discussion covering the fundamentals as follows:

   A. Obeying the Law
      1. Reasons for obeying the law.
      2. Thinking about obeying the law.

   B. Paying Taxes
      1. Reasons for paying taxes.
      2. Thinking about paying taxes.

   C. Serving in the Armed Forces
      1. Reasons for military service.
      2. Thinking about military service.

   D. Attending School
      1. Reasons for attending school.
      2. Thinking about attending school.

   E. Voting
      1. Reasons for voting.
      2. Thinking about the importance of your vote.

   F. Serving as a Juror or Witness in Court
      1. Reasons for serving.
      2. Thinking about the role of juror or witness in court.

Vocabulary

responsibilities

fundamental

taxes

civil disobediences

initiative

military draft

pacifist

conscientious objector

jury duty

subpoena

obey

participate

duties

Enabling Activities

1. Group discussion over objectives
2. Collect newspaper articles where citizens assume their duties and responsibilities
3. Guest speakers
4. Handouts
5. Review vocabulary/word meanings
6. Role playing of duties/responsibilities

Resources

Being An Informed Citizen

Supplementary Reading: Civics, Citizens and Society

Handout: Responsibilities of a United States Citizen

Films/Cassettes

Film Synopsis

Citizen Soldier - Community Leader: 16mm sound - 28 min.

The film depicts the role of the U. S. Army Reserve units in community relations/domestic action activities. The role of the citizen soldier; his duties and responsibilities.

Freedom and You: 16mm sound - 53 min.

The film tells the story of the Donovans and their reactions and obligations that are part of the democratic way of life. A "nightmarish" dream about life under Communism awakens Mr. Donovan to the fact that his democratic responsibilities are a pleasure.

What Happens To My Paycheck: 16mm sound - 16½ min.

The film depicts "Understanding Taxes," a high school program which teaches students about federal and state deductions, social security, and other aspects of taxes. The film highlights the basic responsibility of the new taxpayer.

REFERENCE: Educator's Guide to Free Films
40th Annual Edition, 1980
Educators Progress Service, Inc.
Randolph, Wisconsin

Vocabulary - Definitions

responsibilities	: something for which a person is responsible; a duty requiring much attention
fundamental	: a principle or law that serves as the foundation of a system; essential part
taxes	: a charge, usually of money, to raise funds for the costs of government; a duty
civil disobediences	: concept according to which a person may--or should--break a law that he or she considers unjust, accepting arrest and even imprisonment without trying to escape punishment
initiative	: a vote in which the public can make laws directly, without action by legislature
military draft	: a system requiring people to enter military service
conscientious objector	: a pacifist who refuses to be drafted as a military fighter
pacifist	: someone who believes that taking part in war is wrong on religious or moral grounds
jury duty	: the responsibility of serving on a jury when asked to do so
subpoena	: a court order instructing someone to appear in court or produce a document
obey	: to carry out the orders of someone or the law
duties	: something a person is morally bound to do or not to do

Module: You and Consumer Law

Module V

Objectives	Vocabulary	Enabling Activities
1. The student will learn that society has responded to consumers voicing their complaints about dishonest business practices by passing consumer laws. 2. The student will identify various appeals used in advertising. 3. The student will evaluate a variety of common fraudulent practices and how the law protects him/her against such practices. 4. The student will make a contractual agreement--oral/written. 5. The student (consumer) will discuss his/her responsibility as part of a contractual agreement. 6. The student will decide the best actions for dealing with complaints he/she may have. 7. The student will list several ways in which he/she is protected by consumer laws.	consumer responded identify complaints evaluate fraudulent advertising practices contract repossession guarantee warantee	1. Group discussions on goods and services, door-to-door salesman, advertisements 2. Concepts of contracts 3. Bring in ads from daily newspaper; discuss "bait'n switch" technique 4. Films/cassette 5. Guest speaker: Chamber of Commerce 6. Crossword puzzle 7. Role play and grade behavior: customer vs. salesperson 8. Who, what, when and where to air consumer complaints--orally or written

Resources

Young Consumer - Law in Action Series

Lifeworks: advertising techniques and consumer fraud

Making a budget
Buying a house or mobile home
Buying a car/insurance

Film Synopsis/Cassette

Crossword puzzle

Airing complaints--writing

Representatives: state/federal level

Film Synopsis

Is There Competition in the System, p. 553: 16mm sound - 14 min.

In full color, features high school students questioning our private enterprise system; does it really work and are manufacturers responsive to the needs of the consumer. The student explores how people buy and the power of the consumer.

Is Anybody Listening, p. 119: 16mm sound - 28 min.

In full color, takes a look at a major consumer product company's operation. The film explores the process by which the company listens and responds to the needs of the American consumer.

Family Financial Success, p. 544: 16mm sound - 14 min.

In full color, gives valuable counsel on reckoning with inflation, concepts in family financial planning, consumer protection and family borrowing.

Report to Consumer, p. 136: 16mm sound - 28 min.

In full color, interesting documentary on retailing. Includes interviews concerning consumer problems, merchandise and actual items in use by consumers.

REFERENCE: Educator's Guide to Free Films
40th Annual Edition, 1980
Educators Progress Service, Inc.
Randolph, Wisconsin

Vocabulary - Definitions

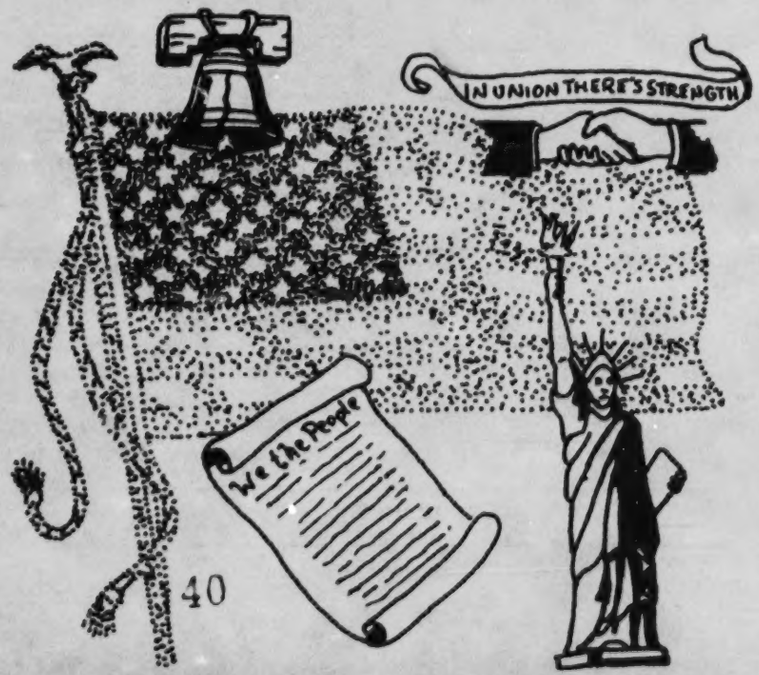
consumer	: a person who buys or uses goods of any kind
respond	: to answer; to reply
identify	: to make, treat, or regard a thing as the same as something else
complaints	: to express discontent; to find fault
evaluate	: to find the value of
fraudulent	: based on or done by fraud, deceit, trickery
contract	: an agreement, especially a written agreement
advertise	: to announce publicly, as in print, over the radio, TV, newspapers; as to advertise a sale
practices	: to do or observe often or usually
repossession	: to take possession of in default of payment
guarantee	: something that is given or held as a security
warrantee	: the person to whom a warranty is made; to guarantee to a person good title to a possession

Module: Your Right As A Citizen

Module VI

Objectives

1. The student will acquire knowledge about the Constitution of the state of Florida and the Constitution of the United States
2. The student will comprehend the basic fundamentals of the Bill of Rights and remaining amendments to the Constitution.
3. The student will define the difference between citizenship by birth and citizenship by naturalization.
4. The student will describe your responsibilities as a citizen to your community and the United States of America.



Vocabulary

amendment

Constitution

Bill of Rights

ratify

seditious libel

due process of law

law

bail

suffrage

poll tax

militia

citizen

naturalization

fundamental

Enabling Activities

1. Participate in group discussion on the state Constitution and the Constitution of the United States.
2. Charts (simplified) - Bill of Rights/ Amendments
3. Construct simple phrases and sentences utilizing vocabulary list
4. Role playing: citizen duties and responsibilities
5. View films/cassettes
6. Civic leader as guest speaker
7. Review vocabulary terms and meanings

Resources

Your Government and You

Being An Informed Citizen

Foundations of Freedom

Films: Governmental Process, the State Legislature
Heritage of Freedom
In Honor of Liberty
Citizen Involvement

Film Synopsis

Government Process, State Legislature (1975): 16mm sound - 27 min.

This film follows step-by-step process of how a bill becomes a law and encourages active citizen participation in the governmental process.

Heritage of Freedom, p 366 (1963): 16mm sound - 35 min.

Illustrates five (5) cases of citizen constitutions to America's freedom in black and white.

In Honor of Liberty, p. 551 (1975): 16mm sound - 19 min.

This film tells the story of the Statue of Liberty, who symbolizes man's deepest longing--freedom.

Citizen Involvement, p. 538 (1976): 16mm sound - 28 min.

Depicts the process of citizen involvement and how it can contribute to better decisions at the local level of government.

REFERENCE: Educator's Guide to Free Films
40th Annual Edition, 1980
Educators Progress Service, Inc.
Randolph, Wisconsin

Vocabulary - Definitions

citizen	: a person who owes allegiance to government and is entitled to protection by it
allegiance	: loyalty and service owed
amendment	: addition to or change in a law
Constitution	: the basic laws or rules of a nation, state or any organized body
Bill of Rights	: first ten (10) amendments to the Constitution of the United States
ratify	: to approve or accept into law
seditious libel	: stirring up opposition to a government by making fun of it or criticizing
due process of law	: government action taken fairly in line with procedure set down in the law
bail	: amount of money that an accused person puts up to guarantee that he/she will be present at a trial
suffrage	: the right to vote
poll tax	: a tax on people who want to vote
militia	: an army of citizens
naturalization	: to give a foreign-born person the right of citizenship
fundamental	: a principal or law that serves as the foundation of a system

Module: Your Name Is Legally Important — Module VII

Objectives	Vocabulary	Enabling Activities
1. The student will learn why the law states that his/her name is important. 2. The student will list five (5) types of legal documents on which his/her signature is required. 3. The student will comprehend why he/she would in some states have to go to court to change his/her name. 4. The student must contact a lawyer and place ads in the local newspaper telling of his/her name change. 5. The student will learn on what important legal documents he/she must register his/her new name.	signatures required change contact register records	1. Stress consistency in signature 2. Discussion of important legal documents 3. List steps for name change 4. Cut out articles in newspaper; ficticious name change 5. Review vocabulary

Betty A. Jones
B. A. Jones
B. Jones
Elizabeth A. Jones
A. Jones
E. Jones
11

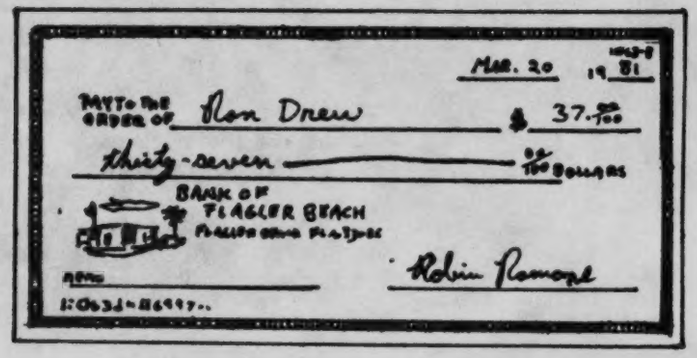
Resources

Supplementary Reading

Guest speaker: lawyer (suggested)

Examples of legal documents

Film Synopsis



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Vocabulary - Definitions

signature: the name of a person or something representing his name, written by himself

required : to have need of; to demand

change : to make different

contact : to bring or place in touch

register : a formal or official record or account, as of names or transactions

records : information on facts, names, events; a written account of an act, statement, or transaction made by an officer acting under the authority of law

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Module: When You Need A Lawyer

Module VIII

Objectives	Vocabulary	Enabling Activities
1. The student will learn about different types of lawyers. 2. The student will comprehend the difference between when you <u>should</u> and when you <u>must</u> consult a lawyer. 3. Given a handout, the student will compare basic fees and expenses charged by lawyers. 4. The student will become knowledgeable of the importance of working with his/her lawyer. 5. The student will define the role of the lawyer in our society.	retainer contingent confidential facts advise disbursement corporation advocate public defender transaction client attorney Legal Aid Societies	1. Guest speaker: lawyer 2. Films/cassettes 3. Group discussion about: A. types of lawyers B. consulting a lawyer C. basic fees and expenses D. working with your lawyer 4. Handout: lawyer's scheduled fees 5. Vocabulary: review words and meanings

Resources

Teacher information: <u>You and the Law</u>

Handouts: lawyer's scheduled fees

Films

Guest Speaker: lawyer

Film Synopsis

Law of the Sea: 16mm sound - 28 min.

This film, in full color, tells the story of the Navy's lawyers and how they serve the men in the Navy.

In Search of Justice: 16mm sound - 28 min.

This film is narrated by Henry Fonda. The film examines in detail the workings of and public attitudes toward our legal system and its lawyers.

REFERENCE: Educator's Guide to Free Films
40th Annual Edition, 1980
Educators Progress Service, In.
Randolph, Wisconsin

Vocabulary - Definitions

attorney	: a lawyer
client	: a person who consults the services of a lawyer
retainer	: the fee which a client pays an attorney
contingent	: possible (fee); dependent upon some uncertain future event
confidential	: secret; private information
facts	: something that is done or happens; an event; occurrence
advise	: to recommend what is to be done
disbursement	: to pay out from a fund
corporation	: a group of persons who are organized to carry on a business and are authorized, by law, to act as a single person
advocate	: a person (lawyer) who gives legal advice and aid
public defender	: lawyers who handle criminal cases for persons having little or no funds of their own
transaction	: an act involving a legal deal
Legal Aid Society	: organization made up of a group of lawyers with varied experiences

Module: Legal Documents in Your Life **Module IX**

Objectives

1. The student will be introduced to eight (8) types of legal documents.
2. The student will comprehend what makes certain documents <u>legal</u> and <u>binding</u>.
3. The student will name two (2) things to be careful of when dealing with a legal document.
4. The student will discuss three (3) reasons for making out a will.
5. The student will learn ways to keep legal documents safe.
6. The student will name the office, person, or place where he/she should get each of the following documents:
   - A. apartment lease
   - B. driver's license
   - C. Social Security applications
   - D. marriage license/divorce papers
   - E. birth certificate/adoption decree
   - F. credit agreement
   - G. contract/deed/title
   - H. bill of sale
   - I. passport
   - J. death certificate
7. The student will discuss the need for having someone as his/her power of attorney.
8. The student will learn about a notary public.

(continued on next page)

Vocabulary

adoption decree

birth certificate

contract

deed

divorce papers

executor

lease

legal and binding

license

marriage certificate

notary public

passport

power of attorney

probate

Social Security

testator/testatri

title

will

Enabling Activities

1. Using the telephone directory, discuss in groups, how, where and who to contact for legal documents listed in objectives
2. View films/cassettes
3. Review vocabulary meanings
4. Participate in class discussion over hand-outs
6. Guest speaker

Resources

<u>Lifeworks</u>: Understanding contracts and legal documents

Films

Guest speaker

Supplementary reading

Module: Legal Documents in Your Life (continued)

Objectives	Vocabulary	Enabling Activities
9. The student will explain what legal documents should be handled by a lawyer, and what types of legal documents a notary public should handle.		

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Resources

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Film Synopsis

The Third Day: 16mm sound - 45 min.

This film depicts questions Americans are asking about Social Security. What it is all about. What am I getting for the taxes I pay? Will my benefits be there when I am ready to get them?

REFERENCE TO LEGAL DOCUMENT: Social Security card

How To Buy Home Appliances: 16mm sound - 15 min.

This film depicts mistakes people make when buying home appliances. Mistakes are made when shopper fails to read warrantees.

REFERENCE TO LEGAL DOCUMENT: Warrantees/Bill of sale

Vocabulary - Definitions

adoption decree	: a legal statement on paper that an adoption (to take legally a child of other parents and treat him as one's own) has taken place
birth certificate	: a legal paper that tells when and where a baby was born and gives information about the parents
contract	: a legal agreement between two (2) or more people; used when buying something such as: a house, car, appliances, etc.
deed	: legal document that proves who is the legal owner of a piece of property
divorce	: the legal ending of a marriage
executor	: person named in a will to carry out the conditions stated in a will
lease	: a legal document, signed when a person rents a home, or other building
marriage certificate	: a legal document proving that a marriage ceremony took place
notary public	: a licensed official who dates a legal document and puts a legal seal on it
passport	: a government document that grants a citizen permission to enter another country
power of attorney	: a legal document that allows one person to act for another person
probate	: judicial authority to determine that documents are genuine
Social Security card	: a card which contains your name and Social Security number

(continued on next page)

Film Synopsis	Vocabulary - Definitions
	testator/ testatrix : a person who has made a will (testatrix is a woman who has made a will)
	title : a legal document which shows a person owns a certain piece of property; title to land, title to an automobile
	will : a legal document that tells what a person wants done with his or her property after death

MATCH the definition of each of the documents listed below with the name of the document. On the blank space, write the letter that goes with the name of the document.

A birth certificate

B driver's license

C contract

D lease

E credit agreement

F Social Security card

G divorce papers

H will

_____ leaves money or property to your heirs

_____ a contract allowing a person to buy something on time

_____ a document giving information about a person's birth and parents

_____ a legal agreement between two persons--landlord and the person who is renting

_____ an agreement between two or more people to do something

_____ gives you permission to drive a vehicle

_____ makes you eligible for income from the government when you become a senior citizen

_____ disolves a marriage between two people

Module: Social Legislation--Some Taxes Come Back To You

Module X

Objectives

1. The student will become aware of the social programs provided by his/her community.
2. The student will comprehend social programs provided by the state.
3. The student will learn how the federal government interacts with the state and county to provide funds for social programs.
4. The student will discuss ways in which social programs assist the needy people of our American Society.
5. The student will list two (2) programs that assist the following members of our society:
   A. aged
   B. disabled
   C. children
   D. unemployed
   E. families
   F. youth employment services
6. Given a handout on local Social Security Program, the student will discuss situations where these programs might be helpful.
7. The student will learn how to contact various local/state social agencies if he/she is in need of assistance.

(continued on next page)

Vocabulary

social
program
provide
interacts
aged
disabled
handicap
unemployed
agencies
services
supported
aid/assistance
training
public health
Social Security Act of 1935
rendered

Enabling Activities

1. Use the telephone book to locate social agencies
2. Group discussions on various social groups/ social agencies
3. View films: disabled, aged, etc.
4. Listen to guest speaker
5. Ways in which taxes assist social agencies
6. Review vocabulary/word meanings
7. Distribution of taxes:

   Federal Government..... 70%
   State Government..... 20%
   County Government..... 10%
   100%

(continued on next page)

Resources

Pamphlets on various social programs:
Federal/State/Local

Films: social programs

Guest speakers

Flagler County Community Resource File

The Social Security Act of 1935 was the basis for the development of old-age assistance. The original concept of this act was a safety net for the elderly and was never intended to be a primary retirement plan. Since that time, several other benefits have been expanded from this act, i.e., disability, aid to dependent children, and certain health benefits.

Module: Social Legislation--Some Taxes Come Back To You (continued)

Module X

Objectives	Vocabulary	Enabling Activities
8. The student will learn how many of the social services are paid for by his/her taxes. 9. The student will become aware of how these social programs assist people in order to make them productive citizens.		8. Visit the Public Health Department to view types of services rendered 9. Visit a meal site center for senior citizens

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Resources

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Film Synopsis

The American Way of Taxing: 16mm sound - 21 min.

This film deals with the history and current administration of the United States tax system. The viewer is lead through the events of America's past (Civil War, the Great Depression, WWII) which significantly affected our tax system.

Bridges: 16mm sound - 15 min.

This film is the story of teenagers who become volunteers with the American Red Cross in order to build bridges of communication and caring into other people's worlds. Three (3) case studies are presented dealing with the problems of the elderly, the handicapped, and disaster victims

Don't Cut Us Off: 16mm sound - 16 min.

This film documents the activities of four (4) communities as they try to solve the high cost of energy as it affects the poor and elderly across the country.

Help On Wheels: 16mm sound - 14½ min.

This film, in full color, demonstrates community programming of homemaker rehabilitation of handicapped persons

Rehabilitation--The Miracle In Us All: 16mm sound - 28 min.

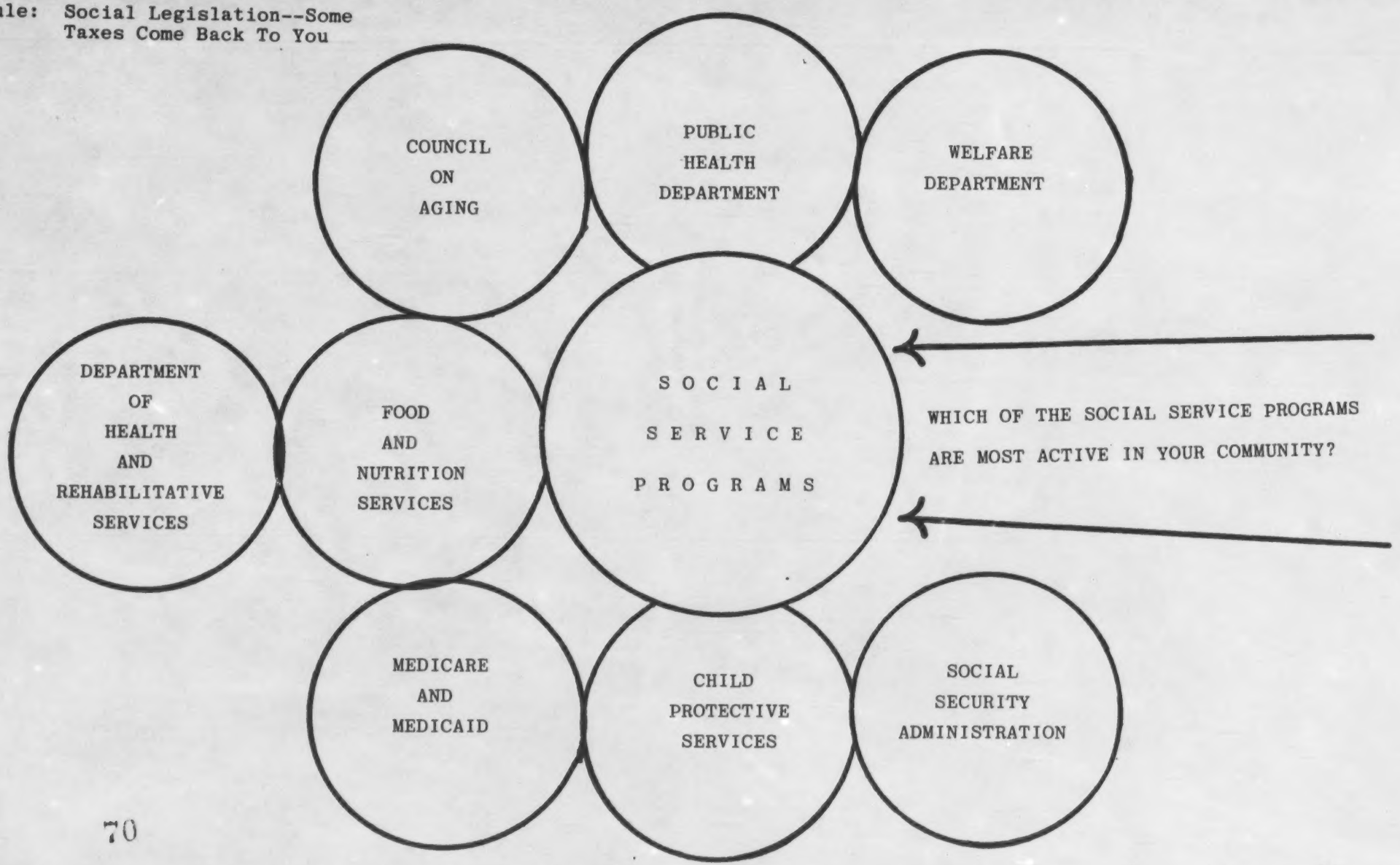
This film depicts an insurance company using its staff, consulting physicians, rehabilitation nurses, therapists, and actual patients to demonstrate the attitude, care, and concern so vital for the rebuilding of shattered bodies and the return of seriously injured persons to productive lives.

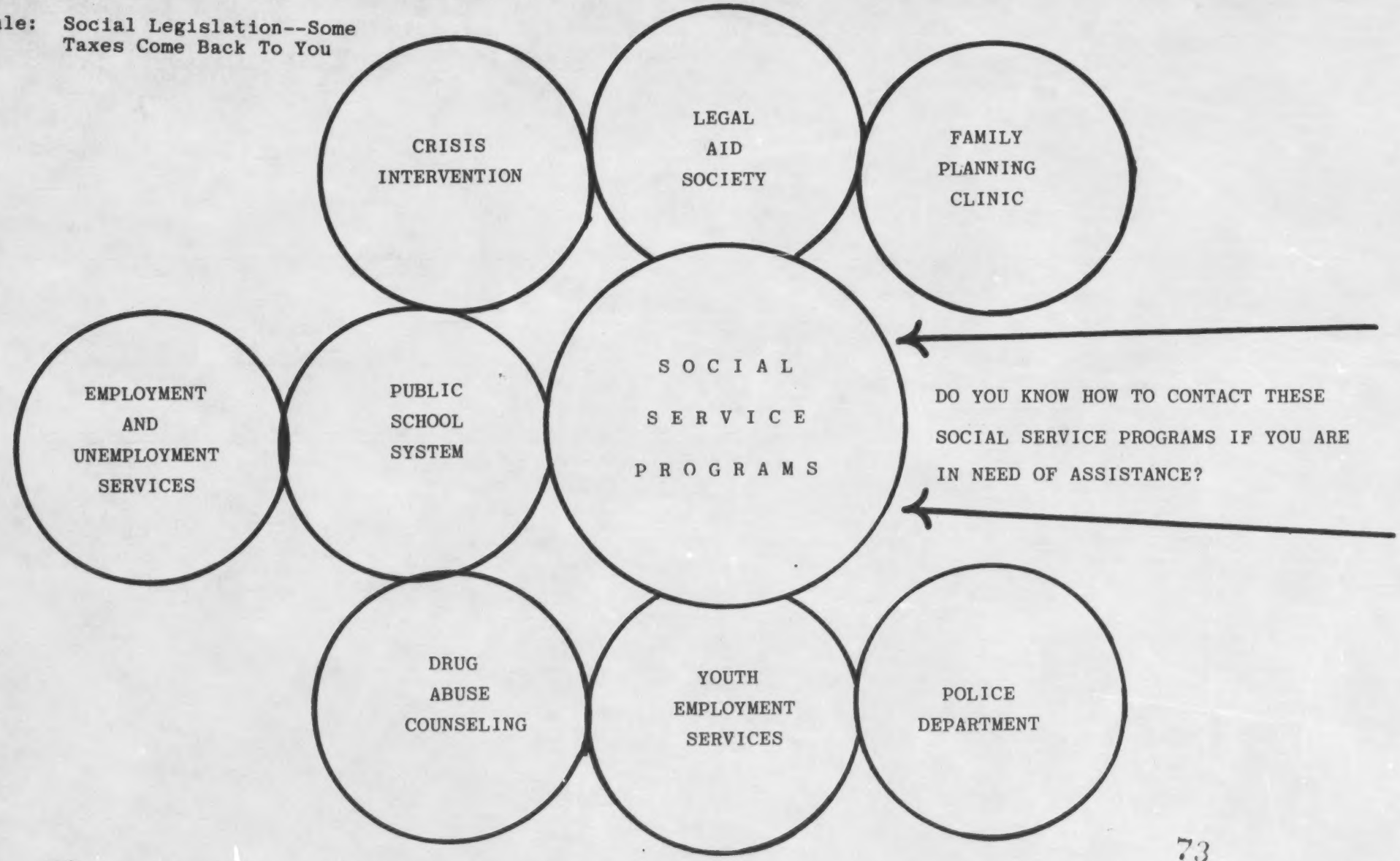
(continued on next page)

Vocabulary - Definitions

social	: of or relating to human society
program	: a plan to be followed
provide	: to make a provision; to supply for use
aged	: an advanced stage of life
disabled	: to deprive, physical, or intellectual strength; cripple, etc.
handicap	: disadvantage that makes achievement difficult
unemployed	: not working
agencies	: a thing through which an end is achieved
services	: to meet the needs of people; help; use; benefit
supported	: to uphold; defend; to promote the interest of
aid/ assistance	: the act of helping
training	: to direct or guide to achieving a specific skill
public health	: for the people as a whole; health care
rendered	: to give back or yield
Social Security Act	: defined in Resource area of this module

Film Synopsis	Vocabulary - Definitions
Silver Linings: 16mm sound - 28 min. This film illustrates how life for the senior citizen presents increasing problems. It shows senior citizens involving themselves in social programs and how their lives were altered and enriched by social involvement. REFERENCE: Educator's Guide to Free Films 40th Annual Edition, 1980 Educators Progress Service, Inc. Randolph, Wisconsin	


COUNCIL ON AGING
PUBLIC HEALTH DEPARTMENT
WELFARE DEPARTMENT
DEPARTMENT OF HEALTH AND REHABILITATIVE SERVICES
FOOD AND NUTRITION SERVICES
SOCIAL SERVICE PROGRAMS
WHICH OF THE SOCIAL SERVICE PROGRAMS ARE MOST ACTIVE IN YOUR COMMUNITY?
MEDICARE AND MEDICAID
CHILD PROTECTIVE SERVICES
SOCIAL SECURITY ADMINISTRATION


CRISIS INTERVENTION
LEGAL AID SOCIETY
FAMILY PLANNING CLINIC
EMPLOYMENT AND UNEMPLOYMENT SERVICES
PUBLIC SCHOOL SYSTEM
SOCIAL SERVICE PROGRAMS
DRUG ABUSE COUNSELING
YOUTH EMPLOYMENT SERVICES
POLICE DEPARTMENT
DO YOU KNOW HOW TO CONTACT THESE SOCIAL SERVICE PROGRAMS IF YOU ARE IN NEED OF ASSISTANCE?

Objectives

1. The student will comprehend the three (3) different types of policemen/women in the state of Florida.
2. The student will be able to distinguish the difference between a state trooper, a county law officer, and a city law officer.
3. The student will list three (3) ways in which county and local law officers enforce Florida laws.
4. The student will list ways in which the state troopers enforce Florida laws.
5. The student will discuss the role of the county sheriff.

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Vocabulary

different

distinguish

enforce

trooper

sheriff

Enabling Activities

1. Enter into group discussions over the three (3) different types of Florida policemen/women.
2. Listen to guest speaker: law enforcement officer
3. View films
4. Clip out newspaper articles in which the police department has enforced laws within the community, county, or state.
5. Review vocabulary

Resources

Guest speakers:

State trooper
County Sheriff Department
Local city police

Film Synopsis

Fighting Crime With Science II: 16mm sound - 14 min.

This film shows the U. S. law enforcement establishment keeping ahead in the war against crime by using remarkable new hardware and techniques. The film demonstrates some of these techniques used by various state police departments. Subjects include computer crime, recreational crime, bombs, intrusion alarm system, personal protection, and forensic science.

REFERENCE: Educator's Guide to Free Films
40th Annual Edition, 1980
Educators Progress Service, Inc.
Randolph, Wisconsin

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Vocabulary - Definitions

different : not of the same kind; unlike another person or thing in every way or in some ways

distinguish: to recognize one thing among others by some mark or characteristic

enforce : to force, to compel; as to enforce obedience to a law

trooper : a member of a state police force operating chiefly in county districts

sheriff : the chief law-enforcement officer of a county

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Module: Your Florida Police--Men/Women Module IX

USE THE NEWSPAPER AS A LEARNING AID

Clip out an article from the newspaper--do the following:

1. Read the news story of interest to you.
2. Underline all the facts with a red pencil/crayon.
3. Underline all the opinions with a blue pencil/crayon.
4. Underline the law in question with a green pencil/crayon.
5. Underline the sentence that best represents the main idea with a yellow pencil/crayon.
6. Underline all the words you do not know. Look them up in your dictionary and add the meaning of these new words to your vocabulary.

DIVISIONS OF GOVERNMENT

FLORIDA

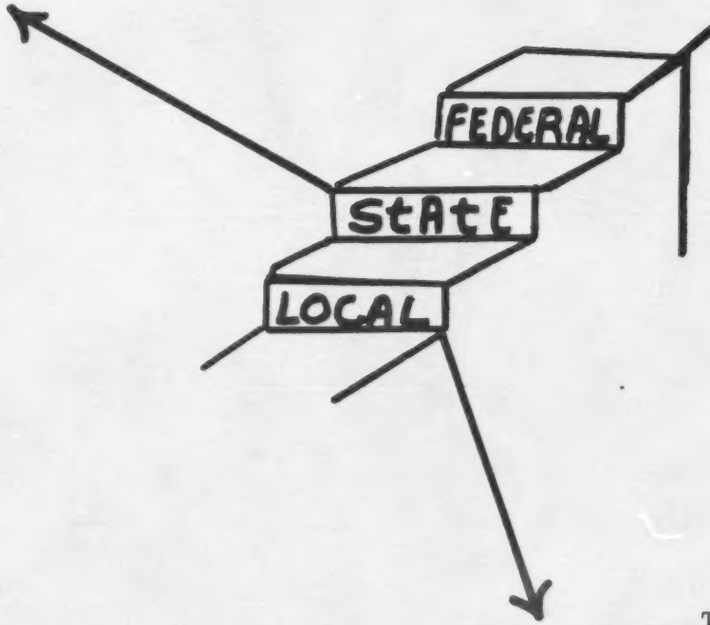
STATE GOVERNMENT

LEGISLATIVE BRANCH
Is divided into two parts:

- House
- Senate

EXECUTIVE BRANCH
Governor, Lieutenant Governor
Executive Officials

JUDICIAL BRANCH
Federal State Supreme Court
State Court System



FEDERAL GOVERNMENT

LEGISLATIVE BRANCH
Congress is divided into 2 houses:

Senate

House of Representatives

EXECUTIVE BRANCH
President, Vice President and
Executive Officials

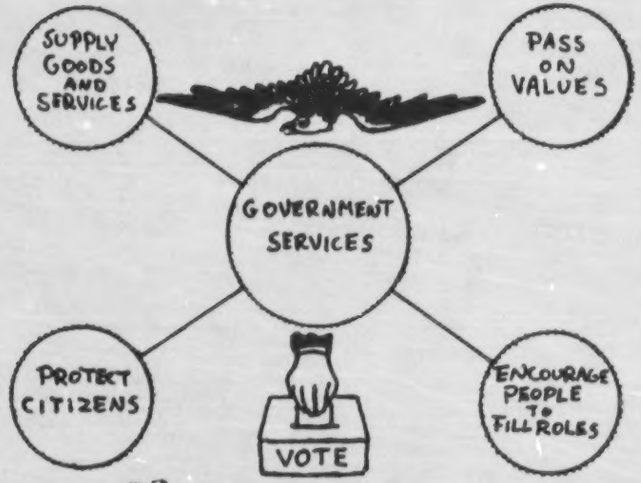
JUDICIAL BRANCH
United States Supreme Court
Federal Court System

THREE TYPES OF LOCAL GOVERNMENT

- Mayor-Council Form
- Commission Government
- Council-Manager Form

Module: How Your Local Government Works Module XII

Objectives	Vocabulary	Enabling Activities
1. The student will learn the units of local government. 2. The student will distinguish between a mayor, city council form of government, and the council-manager system. 3. The student will describe special districts that service their community. 4. The student will list five (5) ways in which he/she can actively participate in community government. 5. The student will list two (2) ways in which the federal government helps state and local governments with money problems. 6. The student will comprehend how local laws are enforced.	county city township districts boundary territory council grant revenue city manager ordinances	1. Transparencies or categories of local government 2. Group interaction mocking two (2) forms of local government 3. Films/cassettes 4. Handouts: local government for group discussion 5. Guest speaker: police department official on local ordinances. 6. Review vocabulary/word meanings



Resources

Young American Citizen - Skill Book

Map of county and state

List of local ordinances

Films/cassettes

Handouts: local government orgaizational structure

A Citizen's Action Guide - Budget Process

Film Synopsis

How Cities Slash Spending: 16mm sound - 60 min.

Two half-hour films. Case histories of cities in America. City dwellers are demanding their government stop wasting their tax dollars. Viewers see how funds are stretched in ground maintenance, water distribution, record keeping, industrial waste, sewage system upkeep, etc.....

Citizen Involvement: 16mm sound - 28 min.

In full color, depicts process of citizen involvement and how it contributes to better decisions at the local level. Overview of citizen involvement in government action, reaching practical solutions to common problems.

City of Tomorrow: 16mm sound - 28 min.

The film gives an annual report of Jacksonville, Florida consolidated government. It emphasizes the positive approach given local governmental administration and operation.

REFERENCE: Educator's Guide to Free Films
40th Annual Edition, 1980
Educators Progress Service, Inc.
Randolph, Wisconsin

Vocabulary - Definitions

county	: largest territorial division in local government within a state
city	: large or small town having a local government
township	: a district having certain powers of local government
districts	: any division of territory
boundary	: a piece of land; a dividing line
territory	: a region controlled by a certain government
council	: official body of advisors; lawmakers
grant	: to give; as a gift
revenue	: money collected by a government
city manager	: an official employed by an elected council to direct the administration of city government
ordinance	: law made by a town or city government

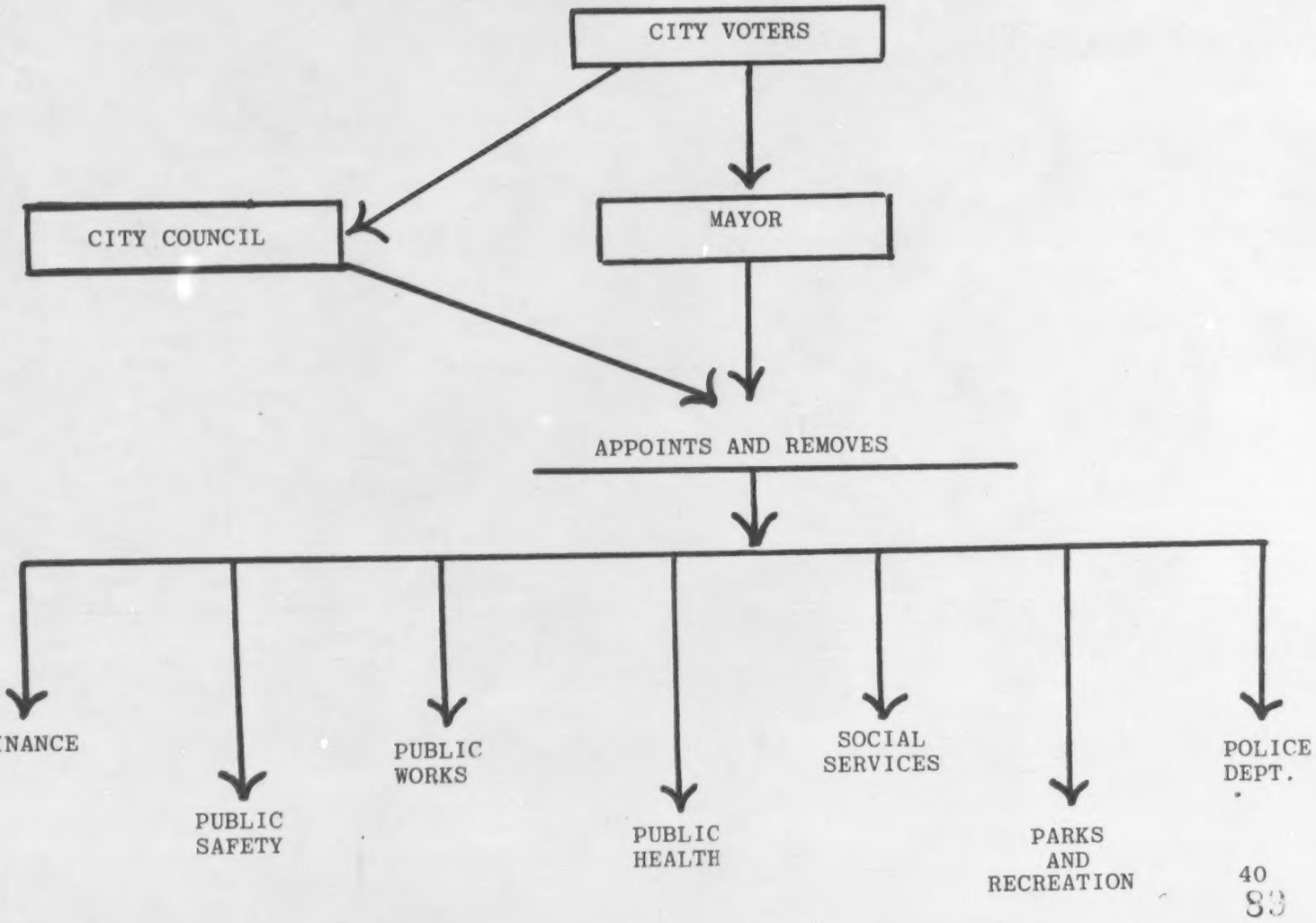
HIDDEN WORD PUZZLE

Find all vocabulary terms in this puzzle. Words may be read left to right, up or down. When you locate a word in the puzzle, circle it and check it off on your vocabulary list next to the puzzle.

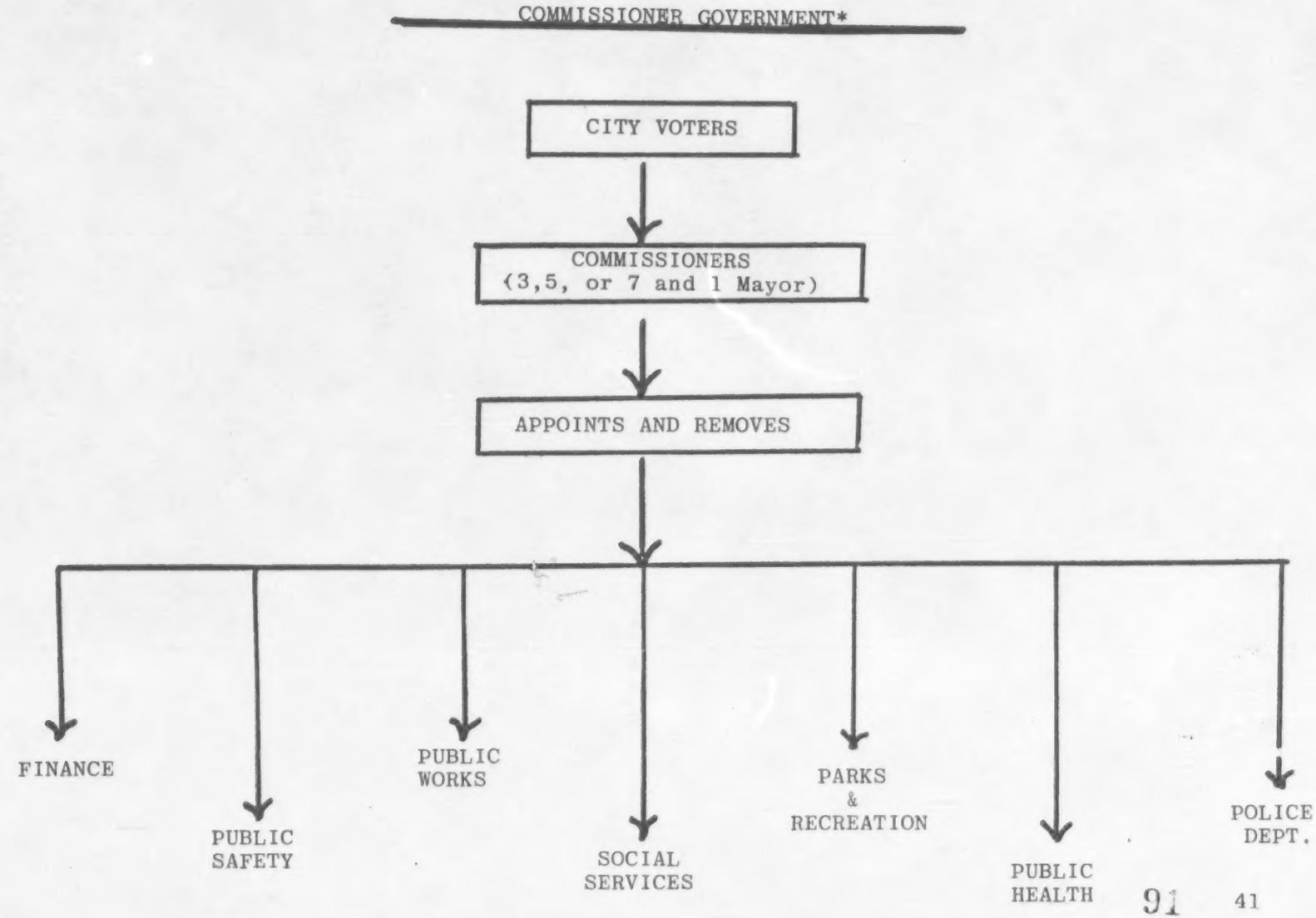
F	I	H	A	B	Z	E	L	G	X	J	I	H	K
G	Z	K	L	O	Q	F	K	Y	P	S	O	X	W
C	I	T	Y	U	Z	B	C	O	U	N	C	I	L
A	V	E	S	N	A	K	T	X	Z	Q	M	K	B
L	P	X	R	D	I	S	T	R	I	C	T	S	P
K	Z	W	X	A	R	Q	G	E	F	Z	E	K	Z
Y	P	S	Y	R	L	Z	M	V	B	X	R	Q	R
Z	O	R	K	Y	K	X	M	E	Q	R	R	P	S
M	P	S	T	L	C	O	U	N	T	Y	I	B	F
N	I	J	R	X	Z	W	U	U	Z	Q	T	R	G
G	R	A	N	T	J	R	P	E	K	Z	O	W	X
L	K	X	Z	W	M	L	V	Q	R	K	R	O	Q
O	R	D	I	N	A	N	C	E	S	L	Y	R	G

1. City - Large or small town having a local government
2. Boundary - A piece of land; dividing line
3. Council - Official body of advisors; lawmakers
4. Districts - Any division of territory
5. Revenue - Money collected by a government
6. County - Largest territorial division in local government within a state
7. Grant - To give as a gift
8. Territory - A region controlled by a certain government
9. Ordinance - Law made by a town or city government

MAYOR-COUNCIL GOVERNMENT*

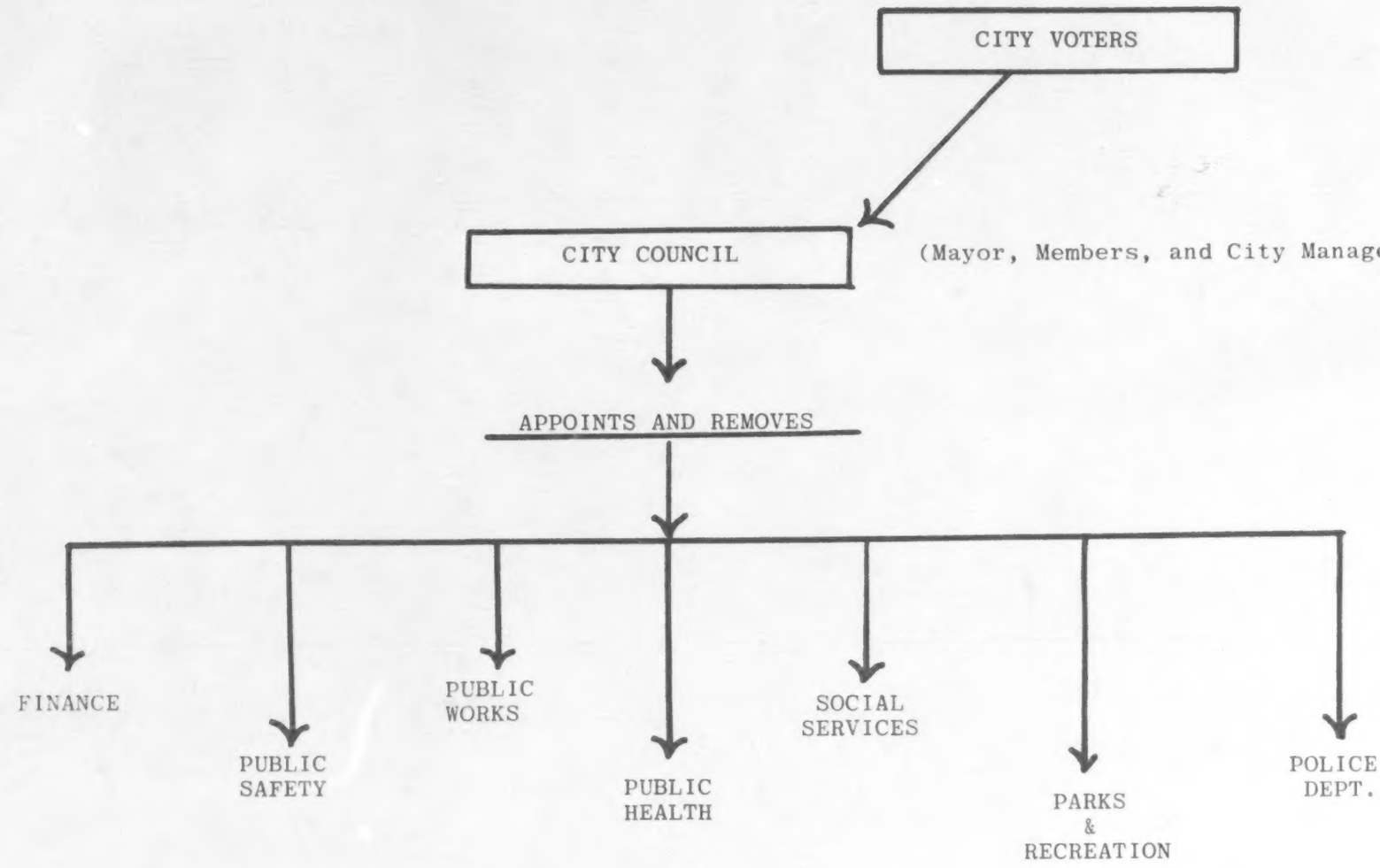


*All these departments are supervised jointly by the Mayor and City Council Members.



*All departments are supervised by the Commissioners

COUNCIL-MANAGER GOVERNMENT



*All departments are supervised by City Manager, who answers to the Mayor and Council Members.

Module: You and Your Elected County Government Module XIII

Objectives	Vocabulary	Enabling Activities
1. The student will learn that the county electorate elects a form of county government that insures stability in a community. 2. Given a handout, the student will discuss how the handout differs, or is similar, to the county electorate in his/her community. 3. The student will list people in the county electorate that deal directly with laws and law enforcement. 4. The student will learn how and where to contact all elected officials in his/her community. 5. The student will visit the local county courthouse to meet with elected officials. The student will make a chart of his/her county government.	assessor surveyor coroner treasurer electorate differs similar directory	1. Participate in classroom discussions 2. Listen to guest speaker 3. Find materials about the structure of your county government 4. Use telephone directory to help you find telephone numbers and location of your county officials. 5. Review vocabulary/word meanings

Resources

Attached handout

County courthouse

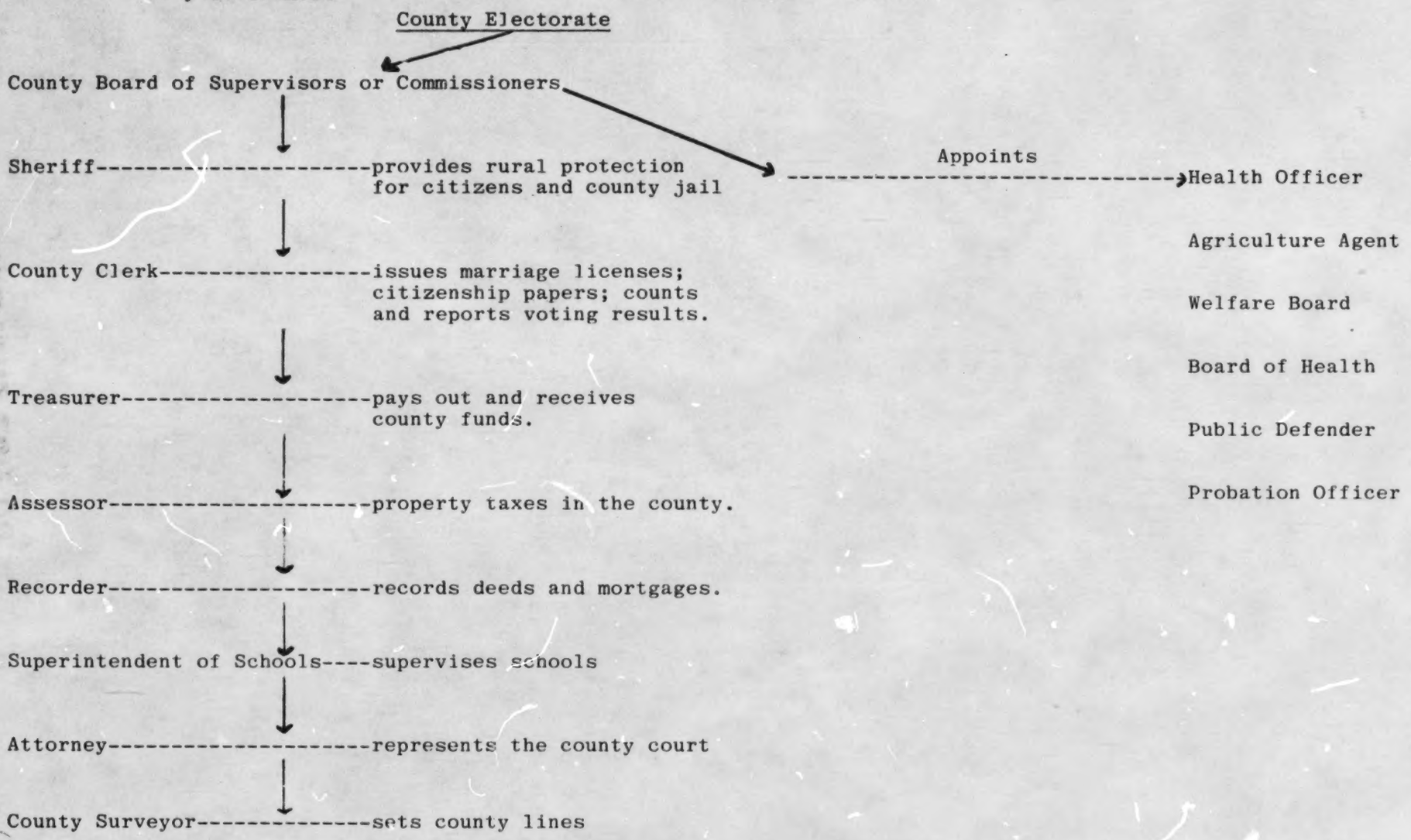
Guest speaker

County government flow chart

Field trip

Film Synopsis	Vocabulary - Definitions
In lieu of films, handouts are provided. A field trip should be planned to the county courthouse so students may see and possibly meet some county officials in action.	assessor : a person who sets the value on property for tax purposes surveyor : to look over or examine closely; a person who makes a business of surveying coroner : a person whose chief duty is to determine the cause of any death suspected not to be of natural causes treasurer : one who has charge of money taken in and paid out electorate: all the people who are qualified to vote differs : to be not the same similar : like or alike directory : a book containing names and addresses; as telephone directory

HANDOUT--You and Your County Government


County Electorate
County Board of Supervisors or Commissioners
Appoints
Sheriff----------provides rural protection for citizens and county jail
County Clerk----------issues marriage licenses; citizenship papers; counts and reports voting results.
Treasurer----------pays out and receives county funds.
Assessor----------property taxes in the county.
Recorder----------records deeds and mortgages.
Superintendent of Schools----supervises schools
Attorney----------represents the county court
County Surveyor----------sets county lines
Health Officer
Agriculture Agent
Welfare Board
Board of Health
Public Defender
Probation Officer

Module: Your State Officials

Module XIV

Objectives

1. The student will define bicameral legislature.
2. The student will list four (4) similarities between the state government and the federal government.
3. The student will list five (5) major responsibilities of state officials.
4. The student will compose a letter to a state official regarding a state issue.
5. The student will explain in his/her letter what he/she would like the official to do:

   EXAMPLES: (a) improve the state educational system
   (b) introduce a law
   (c) vote for a certain bill

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Vocabulary

bicameral

responsibility

similarities

compose

legislation

organize

introduce

improve

official

Enabling Activities

1. Group discussion on state officials
2. Cut out articles from newspapers of state officials in action.
3. View films/cassettes
4. Guest speaker
5. Techniques in composing letters to state officials
6. Handouts
7. Review vocabulary/word meanings

Resources

Films/cassettes

Handouts: Your State Official

Posters: candidates in government; autobiographies of state officials

Film Synopsis

Of the People--The Citizen Legislature: 16mm sound - 28 min.

In full color, film features four (4) state representatives from varied backgrounds. They describe problems and challenges they face as lawmakers. It demonstrates their interaction with other lawmakers and their constant efforts to meet the needs and desires of their constituents.

Governmental Process: The State Legislature: 16mm sound - 27 min.

Step-by-step process of how a bill becomes law. The objective is to create a better understanding of the state legislative process, officials' roles and encouragement of active citizen participation in the governmental process.

REFERENCE: Educator's Guide to Free Films
40th Annual Edition, 1980
Educators Progress Service, Inc.
Randolph, Wisconsin

Vocabulary - Definitions

bicameral : consisting of two (2) legislative houses

responsibility: something for which a person is responsible; a duty requiring much attention

similarities : having a likeness

compose : to form by putting together; as to compose a song, letter, etc.

legislation : the act of making laws

organize : to make separate parts into one united whole

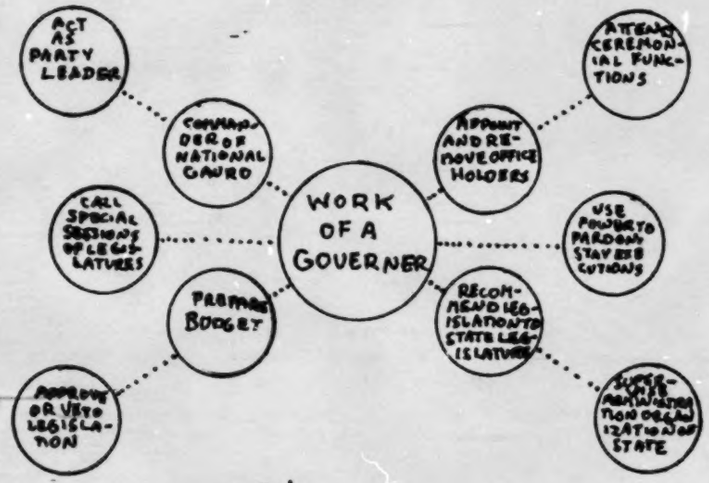
introduce : to bring into practice or use; to introduce a bill

improve : to make good use of; to make better

official : having authority to perform a service

Objectives

1. The student will comprehend the powers and responsibilities of the Governor, designated by the State Constitution (Article IV, Section I).
2. Given a handout, the student will participate in a group discussion covering the Governor's role as listed in "The Many Hats of the Governor."
3. The student will comprehend the role of the Lieutenant Governor and the Governor's cabinet.
4. The student will list three (3) qualifications needed to be elected Governor of the state of Florida.


ACT AS PARTY LEADER
COMMANDER OF NATIONAL GUARD
CALL SPECIAL SESSIONS OF LEGISLATURES
PREPARE BUDGET
APPROVE OR VETO LEGISLATION
WORK OF A GOVERNER
APPOINT AND REMOVE OFFICE HOLDERS
ATTEND CEREMONIAL FUNCTIONS
USE POWER TO PARDON, STAY EXECUTIONS
RECOMMEND LEGISLATION TO STATE LEGISLATURE
SUPERVISE ADMINISTRATION AND ORGANIZATION OF STATE

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Vocabulary

responsibilities

designated

category

lieutenant

cabinet

qualifications

impeachment

militia

Enabling Activities

1. Utilize handout for study purposes
2. Participate in class discussion over the powers and responsibilities of the Governor
3. Listen to guest speaker
4. View films
5. Complete all objectives
6. Review vocabulary definitions

Resources

Florida Handbook, p-81

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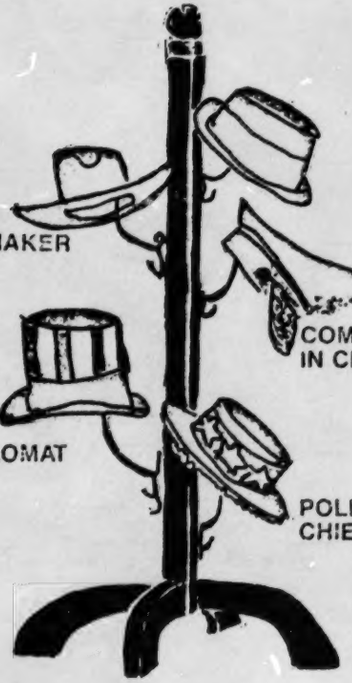
Film Synopsis	Vocabulary - Definitions
	responsibilities: accountability; reliability
	designated : specified; appointed
	category : a division within a system
	lieutenant : an official empowered to act for a higher official
	cabinet : a body of advisors of a head of state; advisory council of a governor
	qualifications : specific requirements for an office or employment
	impeachment : to charge a public official with misconduct in office
	militia : a part of the organized armed forces of a state liable to be called only in emergencies

THE MANY HATS OF THE GOVERNOR



EXECUTIVE → Administer the budget, direct the state work force

Takes care the laws are faithfully executed ← **LAWMAKER**

COMMANDER IN CHIEF → Of the state militia

As the first citizen, he represents the people of Florida in the field of public relations ← **DIPLOMAT**

POLITICAL CHIEF → Of the party which elected him to office

Module: A Layman's Knowledge of Some Florida Laws — Module XVI

Objectives

1. The student will comprehend the Florida Sunshine Law.
2. The student will list three (3) advantages of the Florida Sunshine Law.
3. The student will list two (2) disadvantages of the Florida Sunshine Law.
4. The student will express orally his opinions regarding the Florida Sunshine Law.
5. The student will determine the difference between a statute and ordinance with respect to the law.
6. The student will list two (2) types of ordinances.
7. The student will list three (3) types of statutes.
8. The student will participate in group discussions about common local ordinances in their community.
9. The student will participate in group discussion about the need for statutes in state and federal governments.

Vocabulary

advantages

disadvantages

express

opinions

determine

ordinance

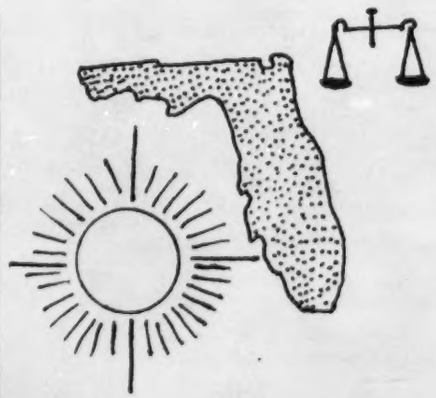
statute

orally

commissioner

information

formulate



Enabling Activities

1. Read handout on the Florida Sunshine Law
2. Listen to guest speaker: County Commissioner
3. View films
4. Participate in group discussions
5. Review module vocabulary/word meanings
6. Formulate a worksheet listing objectives on:
   A. Florida Sunshine Law
   B. statute/ordinance
7. Collect information on local ordinances
8. Collect information on state and federal statutes
9. Share with classmates information collected

Resources

Handout: Florida Sunshine Law

Films

Guest speaker

Ideas where to collect information:

1. books
2. newspapers
3. magazines

Film Synopsis

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Vocabulary - Definitions

advantage : a benefit or gain; profit; a better state or position

disadvantage: an unfavorable condition or situation

express : to put into words; to express an idea

opinion : sentiment, impression, view related to one's thoughts about a subject

determine : to decide or settle, as an argument or question

ordinance : a law on community level

statute : a law--state/federal level

orally : consisting of the spoken word

commissioner: one who holds public office and performs certain duties

information : a telling or being told of something

formulate : a fixed order or form

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Module: How a Bill Becomes a Law (Federal and State)

Module XVII

Objectives

1. The student will discuss the role of the state legislature in introducing a bill to become law.
2. The students will discuss the role of committees to handle various bills.
3. The student will learn how a committee of the legislature decides to either pass a bill as it is, to change it, or to "kill" it.
4. From the graph on the next page, the student will trace the various steps a bill must take before it becomes a law.
5. The student will comprehend the role of state legislative process and the governor in deciding whether a bill becomes law.

Vocabulary

introduce

role

various

committee

decide

trace

Enabling Activities

1. Separate students into groups:

   one group - Congress
   one group - Senate
   one group - Subcommittee

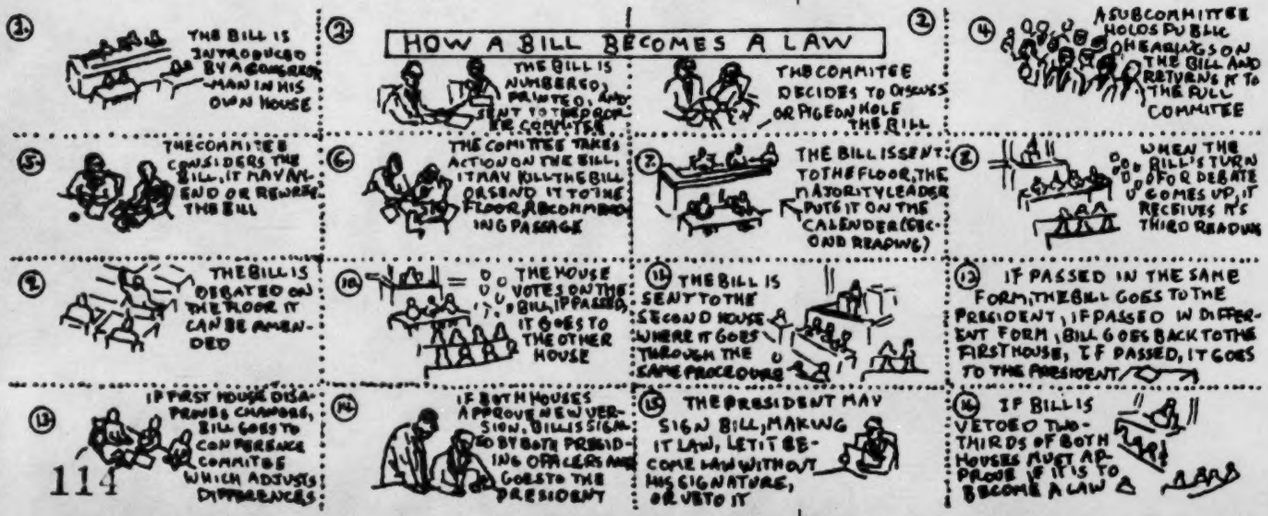
2. Discuss from graph on next page the role each group takes to complete the steps so a bill can become a law.
3. View film: The Governmental Process: The State Legislature
4. Review vocabulary

Resources

The ABC of How Government Works - U. S. News, Education Division

Graph

Film


HOW A BILL BECOMES A LAW
1. THE BILL IS INTRODUCED BY A CONGRESSMAN IN HIS OWN HOUSE
2. THE BILL IS NUMBERED, PRINTED, AND SENT TO THE PROPER COMMITTEE
3. THE COMMITTEE DECIDES TO DISCUSS OR PIGEONHOLE THE BILL
4. A SUBCOMMITTEE HOLDS PUBLIC HEARINGS ON THE BILL AND RETURNS IT TO THE FULL COMMITTEE
5. THE COMMITTEE CONSIDERS THE BILL, IT MAY AMEND OR REWRITE THE BILL
6. THE COMMITTEE TAKES ACTION ON THE BILL, IT MAY KILL THE BILL OR SEND IT TO THE FLOOR RECOMMENDING PASSAGE
7. THE BILL IS SENT TO THE FLOOR, THE MAJORITY LEADER PUTS IT ON THE CALENDER (SECOND READING)
8. WHEN THE BILL'S TURN FOR DEBATE COMES UP, IT RECEIVES ITS THIRD READING
9. THE BILL IS DEBATED ON THE FLOOR IT CAN BE AMENDED
10. THE HOUSE VOTES ON THE BILL, IF PASSED IT GOES TO THE OTHER HOUSE
11. THE BILL IS SENT TO THE SECOND HOUSE WHERE IT GOES THROUGH THE SAME PROCEDURE
12. IF PASSED IN THE SAME FORM, THE BILL GOES TO THE PRESIDENT, IF PASSED IN DIFFERENT FORM, BILL GOES BACK TO THE FIRST HOUSE, IF PASSED, IT GOES TO THE PRESIDENT
13. IF FIRST HOUSE DISAPPROVES CHANGES, BILL GOES TO CONFERENCE COMMITTEE WHICH ADJUSTS DIFFERENCES
14. IF BOTH HOUSES APPROVE NEW VERSION, BILL IS SIGNED BY BOTH PRESIDING OFFICERS AND GOES TO THE PRESIDENT
15. THE PRESIDENT MAY SIGN BILL, MAKING IT LAW, LET IT BECOME LAW WITHOUT HIS SIGNATURE, OR VETO IT
16. IF BILL IS VETOED TWO-THIRDS OF BOTH HOUSES MUST APPROVE IF IT IS TO BECOME A LAW

Film Synopsis

The Governmental Process: The State Legislature: 16mm sound - 27 min.

This film, in full color, shows step-by-step process of how a bill becomes law. The objective is to create a better understanding of the state legislature process to encourage active citizen participation in the governmental process.

Of The People: 16mm sound - 28 min.

This film features four (4) state representatives from varied background as they describe problems and challenges they face as lawmakers. It takes a look at legislators at work, both in Washington and their home districts. It demonstrates their interaction with other lawmakers and their constant efforts to remain aware of the needs of their constituents.

REFERENCE: Educator's Guide to Free Films
40th Annual Edition, 1980
Educators Progress Service, Inc.
Randolph, Wisconsin

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Vocabulary - Definitions

introduce: to bring into practice or use

role : a part or function anyone takes; as to take on the role of the committee man

various : being of different kinds; not alike; many and different

committee: a group of persons appointed or elected to consider some particular matter or to perform some duty

trace : to follow or track

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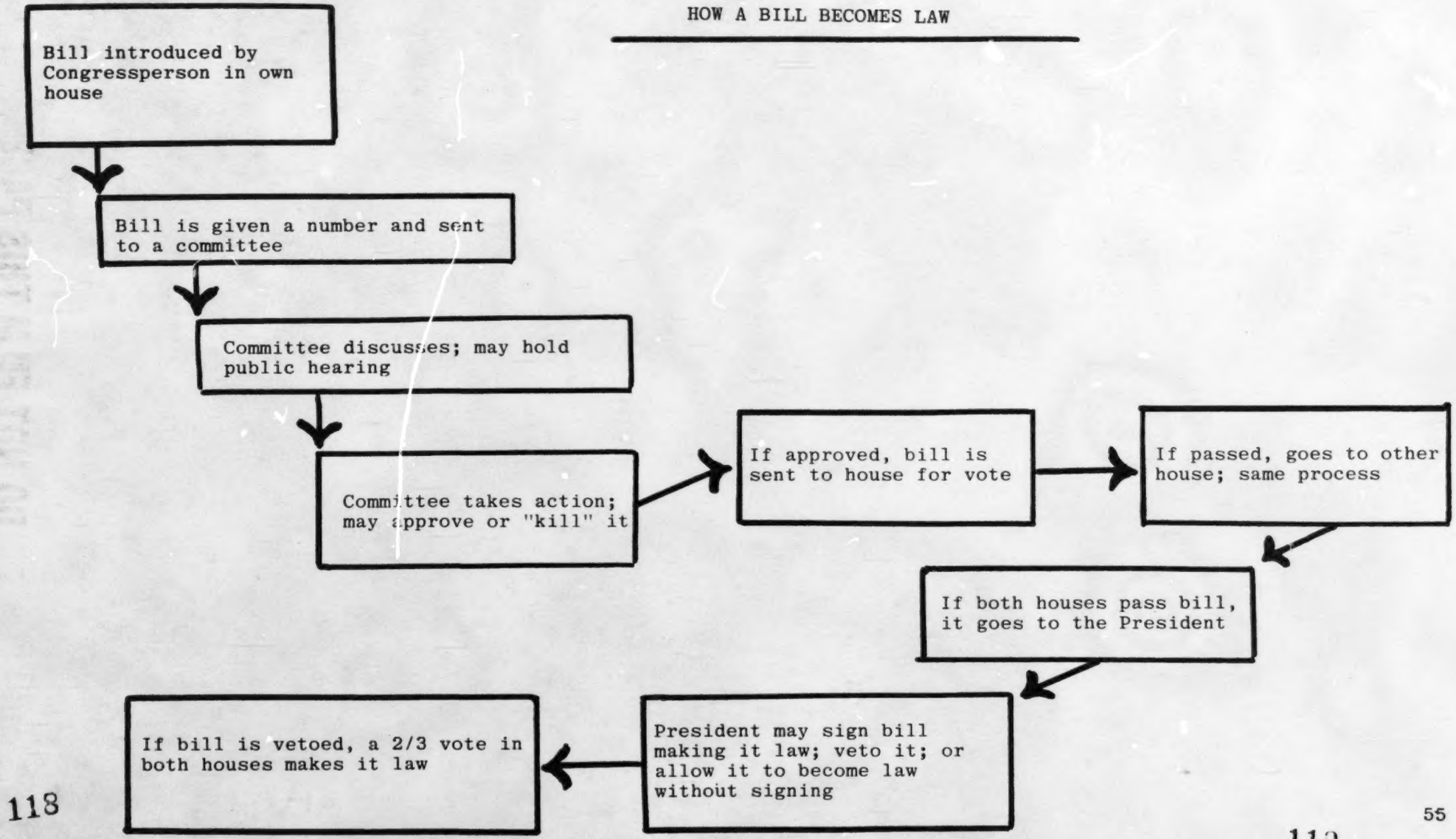
Module: How a Bill Becomes a Law (Federal and State)

Module XVII

HOW A BILL BECOMES LAW


Bill introduced by Congressperson in own house
Bill is given a number and sent to a committee
Committee discusses; may hold public hearing
Committee takes action; may approve or "kill" it
If approved, bill is sent to house for vote
If passed, goes to other house; same process
If both houses pass bill, it goes to the President
President may sign bill making it law; veto it; or allow it to become law without signing
If bill is vetoed, a 2/3 vote in both houses makes it law

Module: The Powers of the President

Module XVIII

Objectives

1. The student will comprehend the powers of the President.
2. Given a handout, the student will discuss the President's powers which are listed in seven (7) categories.
3. The student will list four (4) situations in which the President may exercise his powers.
4. The student will define which of the President's powers are limited by the U. S. Constitution, including the Bill of Rights.
5. Given a handout, the student will determine which of the President's actions can be checked by the other two (2) branches of government.

Vocabulary

treaty

embassy

ambassador

ceremonial

vacancy

proposal

foreign

check

Enabling Activities

1. Class handouts: Presidential Powers
2. Student participation in classroom discussion on handouts
3. Guest speaker
4. Films/cassettes
5. Transparencies
6. Review vocabulary-word meanings

Resources

Handouts

Transparencies

Films

Supplentary Reading: The Young American Citizen

Film Synopsis

A New Year of Goodwill: 16mm sound - 16 min.

This film is in black and white and deals with the interesting aspects of President Carter's visit to India.

The Presidency: 16mm sound - 28 min.

This film is in black and white. It explores the role of the executive branch of the U. S. Government.

Presidential Visit to White Sand Missile Range: 16mm sound - 17 min.

This film depicts President Kennedy's address to the White Sand Missile personnel and his powers and responsibilities as the Commander-in-Chief of the U. S. Armed Forces.

Theodore Roosevelt: 16mm sound - 28 min.

Depicts outstanding accomplishments of President Theodore Roosevelt. It highlights the powers he exercised as President and important events of his Presidency.

REFERENCE: Educator's Guide to Free Films
40th Annual Edition, 1980
Educators Progress Service, Inc.
Randolph, Wisconsin

Vocabulary - Definitions

treaty : agreements made between nations

embassy : the living place of an ambassador in a foreign country

ambassador: a person sent to the government of a foreign country as the chief official representative of his own government

ceremony : an act or series of acts performed in some regular order; as required by law

vacancy : an empty political office

proposal : setting forth consideration; a plan

foreign : not native; belonging to some other country

check : something that causes a delay or stop

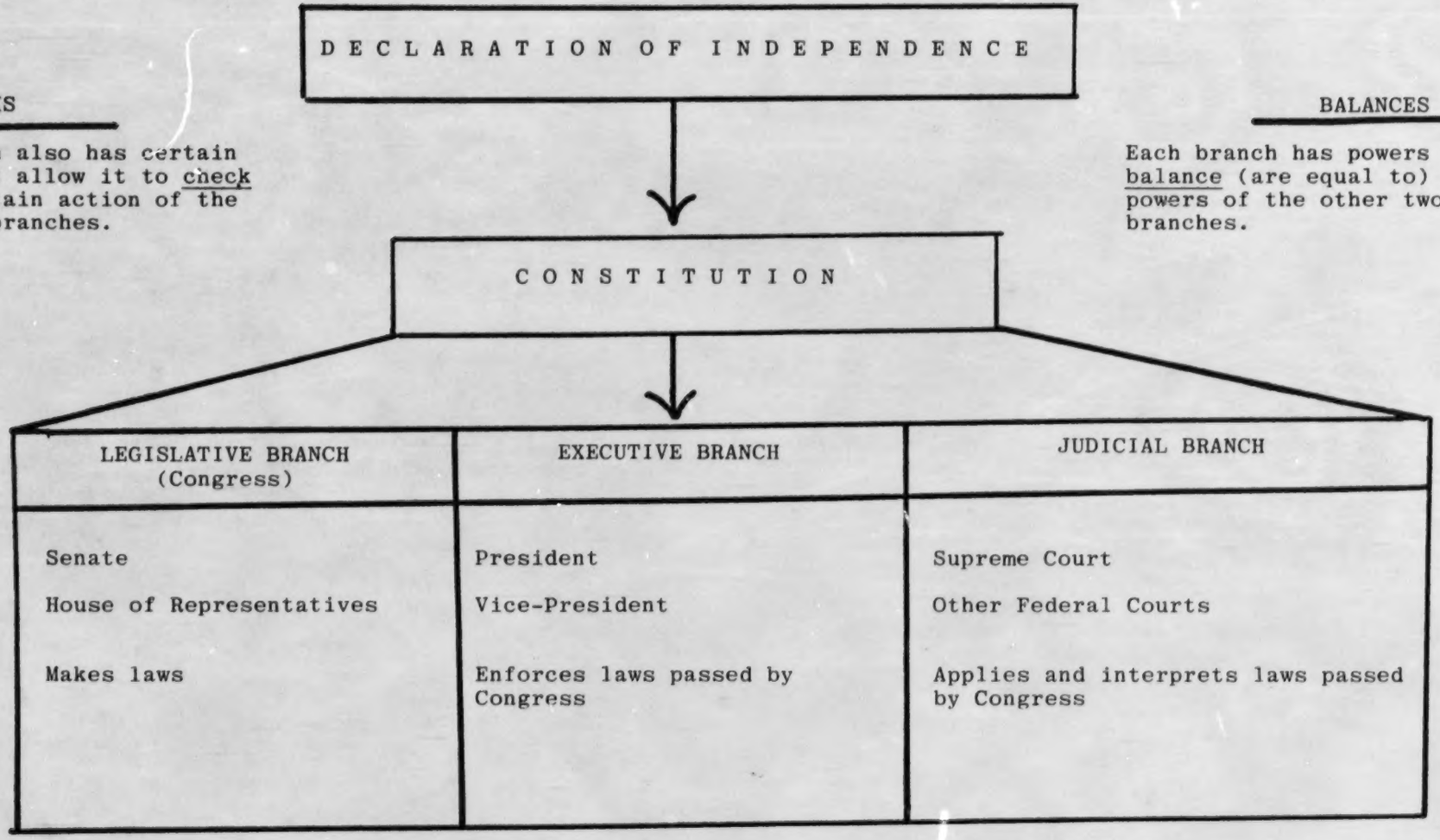
U. S. GOVERNMENT

CHECKS

Each branch also has certain powers that allow it to check (stop) certain action of the other two branches.

BALANCES

Each branch has powers that balance (are equal to) the powers of the other two branches.

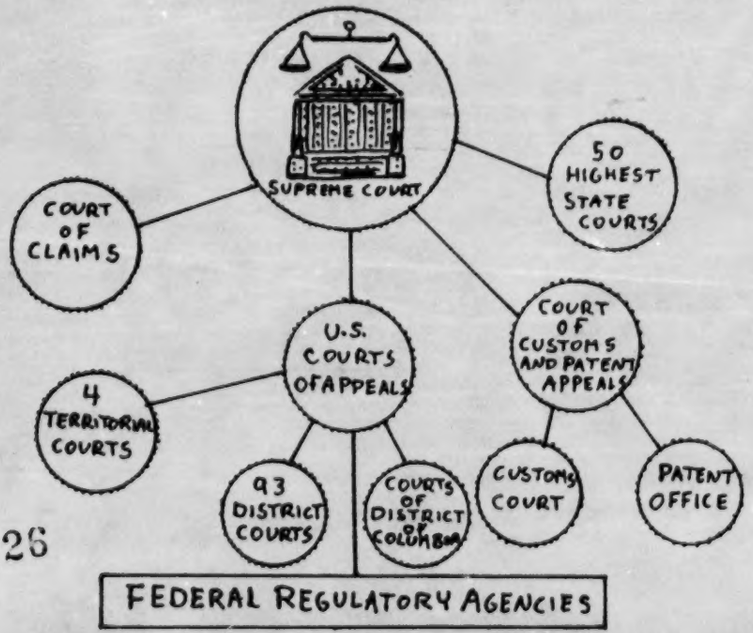


This chart shows the three branches of the U. S. Government, their members, and their main purpose.

Module: The United States Court System Module XIX

Objectives

1. The student will examine a handout showing the two-part judicial system.
2. The student will describe the difference between our federal court system and our state system.
3. The student will list the seven (7) levels of courts and the duties of each court.
4. The student will state three (3) reasons why appeals are made to appellate courts.
5. The student will discuss why the Supreme Court would nullify a federal or state law.



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Vocabulary

justice

system

appeals

original jurisdiction

appellate jurisdiction

reverse decision

circuit

violates

federal

judicial

nullify

Enabling Activities

1. Cut out newspaper articles about court actions
2. Class participation in group discussion over newspaper articles
3. Handouts: class discussion
4. Guest speaker: lawyer
5. Films on judicial system
6. Cassette: court scene
7. Review vocabulary/word meanings

Resources

Handouts: The Courts

Supplementary Reading: Civics, Citizen and Society

Films/Cassettes

Guest speakers: lawyer
law enforcement

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Film Synopsis

A Nation of Orphans: 16mm sound - 28 min.

This film is a frank and honest insight into the system of criminal justice which exists today. It also deals with what concerned citizens can do to improve the judicial system.

In Search of Justice: 16mm sound - 28 min.

This film (full color) takes an incredible look inside one day in the life of our American judicial system. The film examines in detail the workings of public attitudes toward our legal system.

An Equal Justice For All: 16mm sound - 28 min.

This film shows "Equal Justice Under the Law" which is an important American ideal. It is affected by the citizen's access to the legal system.

REFERENCE: Educator's Guide to Free Films
40th Annual Edition, 1980
Educators Progress Service, Inc.
Randolph, Wisconsin

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Vocabulary - Definitions

justice	: (judges) member of the United States Supreme Court
judicial	: having to do with the courts or with judges
system	: a method of governing or arranging; classification
appeals	: to make an earnest request; new decision
original jurisdiction	: the authority of a court to start a case
appellate jurisdiction	: the authority of a court to review a decision and state courts
reverse decision	: higher court overturns a decision made by a court
circuit	: region (the United States is divided into eleven (11) circuits, each of which has a United States Court of Appeals
violate	: to break or disregard--as a law or rule
federal	: having to do with or belonging to the nation
nullify	: to make null, having no legal or binding force

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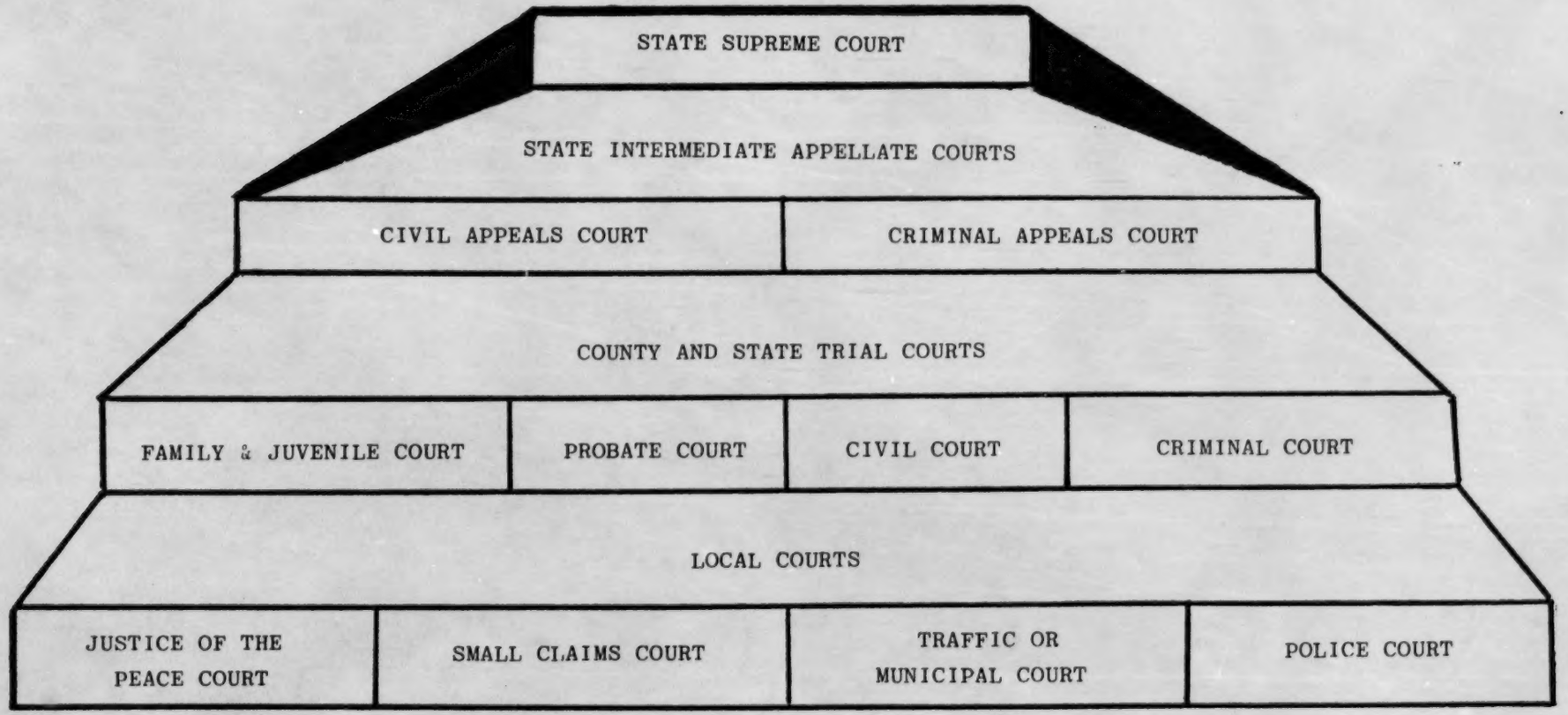
THE STATE COURT SYSTEM



Module: You and the Miranda Warnings

Module XX

Objectives	Vocabulary	Enabling Activities
1. The student will learn about the Miranda Warnings. 2. The student will learn about his rights if he/she is accused of a crime. 3. Given a handout, the student will discuss the four (4) parts of the Miranda Warnings. 4. The student will comprehend that if he/she is accused of a crime he/she may choose to waive (give up) his rights, but only after hearing the Miranda Warnings read. 5. The student will discuss why the Miranda Warnings are used to protect all people.	warnings accused waive protect question silent presence forced testify	1. Participate in group discussions about the Miranda Warnings 2. Have different students enact an incident where they can read the Miranda Warnings 3. Listen to guest speaker: policeman 4. View films 5. Review vocabulary

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Resources

Handout: Miranda Warnings

Synopsis of facts about the Miranda Warnings

Guest speaker

Show films

Role playing: students

Film Synopsis

Among Us: 16mm sound - 20 min.

This film uses masked figures to represent the invisible evils that walk among us--the arsonist, the pusher, the thief, the mugger and the burglar; shows how the computer assists in the prevention and apprehension of these evils.

And Justice For All: 16mm sound - 14 min.

This film depicts "Equal Justice Under Law," which is an important American ideal; is effected by the citizens' access to the legal system.

REFERENCE: Educator's Guide to Free Films
40th Annual Edition, 1980
Educators Progress Service, Inc.
Randolph, Wisconsin

Vocabulary - Definitions

warnings: a sign or notice of something that may or will happen

accused : a person against whom a charge of crime is brought

waive : to give up claim to; as to waive one's right to answer

question: the act of asking; inquiry

silent : not speaking

presence: the fact of being in a certain place

forced : power used on a person

testify : to make a statement of what is known to be true

HANDOUT--You and the Miranda Warnings

If you are arrested, you must be told these four (4) things before the police can start to question you:

1. YOU HAVE THE RIGHT TO REMAIN SILENT.

2. ANYTHING YOU SAY CAN BE HELD AGAINST YOU IN A COURT OF LAW.

3. YOU HAVE THE RIGHT TO THE PRESENCE OF A LAWYER.

4. IF YOU CAN'T AFFORD A LAWYER, ONE WILL BE APPOINTED FOR YOU BEFORE QUESTIONING, IF YOU WISH.

FACTS ABOUT THE MIRANDA WARNINGS

Suppose you are arrested and accused of a crime. Do you have to answer the questions the police ask? Do you know your rights?

Under the Fifth Amendment of the Constitution it states that no one can be forced to testify against himself or herself. He or she has the right to remain silent.

The United States Supreme Court outlined rules that must be followed by the police when a person is arrested. These rules--the Miranda Warnings--MUST BE READ to the person who is under arrest by the police.

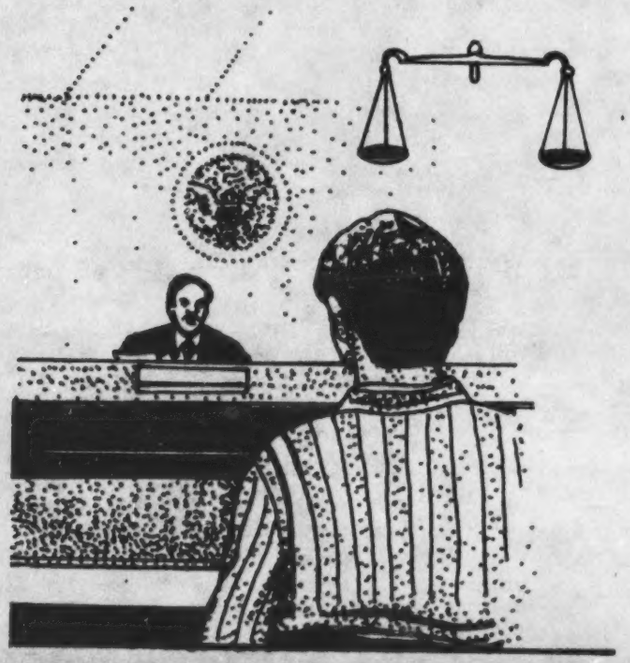
The rules--Miranda Warnings--was the result of a court case called Miranda versus Arizona.

A man named Miranda was arrested by police in Arizona. Mr. Miranda's rights under the Fifth Amendment were violated. From the outcome of the court decision in which Mr. Miranda won came the Miranda Warnings. The Miranda Warnings are meant to protect all people, regardless of race, creed or religion, from being questioned by police in an illegal way.

A policeman may not question you first and then tell you your rights after you have answered the policeman's questions. You can, if you want to waive (give up) your rights, but ONLY after hearing the Miranda Warnings read.

Module: When You Go To Court **Module XXII**

Objectives	Vocabulary	Enabling Activities
1. The student will learn about participants and their roles in court. 2. The student will identify preliminary steps needed when preparing for a day in court. 3. The student will distinguish the difference between the plaintiff and defendant. 4. The student will participate in a mock trial. 5. The student will accept or appeal the judgment of the court.	participant preliminary preparatory distinguish plaintiff defendant appeal judgment lawsuit versus testimony	1. View films about court happenings 2. Guest speaker: lawyer/judge 3. Group discussion on preparations for a day in court 4. Role play a mock trial 5. Rights of appeal 6. Review vocabulary/word meanings



Resources

Courts and Trials: Law in Action series

Young American Citizen; p. 119, Preparing For a Trial

Handout: courtroom roles

Films/Cassettes

Film Synopsis

Day in Court, p. 140: 16mm sound - 28 min.

In full color, illustrates principal failures on the part of automobile drivers, both male and female, which lands them in court.

Criminal Justice in a Nation of Orphans, p. 539: 16mm sound - 28 min.

In full color, shows one out of every five (5) Americans will sooner or later become a victim of a violent crime. Majority of these crimes are committed by people under the age of 20. Illustrates general public's lack of information about, and involvement in, the criminal justice system.

In Search of Justice, p. 553: 16mm sound - 28 min.

In full color, narrated by Henry Fonda, takes an incredible look inside our American judicial system. The film examines the workings of and public attitudes towards our legal system and its lawyers.

REFERENCE: Educator's Guide to Free Films
40th Annual Edition, 1980
Educators Progress Service, Inc.
Randolph, Wisconsin

Vocabulary - Definitions

participant: a person who takes part or share

preliminary: before the main part; preparatory

preparatory: preparing or serving to prepare for something

distinguish: to recognize one thing from another by some mark or characteristic

plaintiff : one who begins a personal action or lawsuit to obtain remedy for an injury to his rights

defendant : a person required to answer to a legal action or lawsuit

lawsuit : case presented before a civil court for decision

appeal : to make a request, as for sympathy, or a new trial

judgment : a decision or opinion given after judging

versus : meaning against: Brown vs. Smith

testimony : evidence; a solemn declaration usually made orally by a witness under oath

Sight

MANY STUDENTS ARE UNAWARE OF HOW VITAL OUR FIVE SENSES ARE AND OF THE IMPORTANCE THEY PLAY IN OUR DAILY LIVES. TO BE ABLE TO SEE IS A GIFT, BUT TO BE AWARE OF WHAT YOU SEE IS A GIFT IN ITSELF.

game

SEE HOW MANY DETAILS YOU CAN REMEMBER ABOUT A FELLOW STUDENT:

1. Look at a fellow student for one minute.
2. Turn your back.
3. Have the student ask you these questions-----

I spy

QUESTIONS

1. What color eyes do I have?
2. What is the color of my hair?
3. How much do I weigh?
4. Do I have a scar on my face?
5. What color are the clothes I am wearing?
6. Did I carry a weapon?
7. How tall am I?
8. Was I sitting, standing or running?

Module: The Juvenile Justice System

Module XXIII

Objectives

1. The student will learn the juvenile justice system.
2. Given a flow chart on the juvenile justice system, the student will follow the arrows through each stage, noting the actions and alternative actions the court may take to deal with a juvenile offender.
3. The student will list five (5) ways in which the juvenile court system provides help and guidance to the juvenile offender.
4. Given a list of six (6) juvenile incidents, the student will decide what action might be taken by the juvenile justice system.
5. The student will listen and ask questions of the guest speaker.

Vocabulary

juvenile

justice

stage

action

alternative

provide

guidance

investigate

incident

offender

probation

Enabling Activities

1. Participate in class reading and discussion of flow chart handout
2. Listen to guest speakers:
   1. policeman
   2. juvenile counselor
3. Bring in newspaper articles about juvenile offenders and the juvenile justice system for "show and tell" discussion
4. View films
5. Review vocabulary/word meanings

Resources

Handout: Flow chart juvenile justice system

Films/overhead transparency

Supplementary Reading: The Young American System

Film Synopsis

Thirteenth Place: 16mm sound - 15 min.

This film is a case study of the relationship between a teenager and her counselor who met at a house in Birmingham, Alabama, called 13th Place. It gives a comprehensive overview of the counseling process.

Shoplifting, It's a Steal: 16mm sound - 15 min.

Everyday a lot of nice kids are arrested for shoplifting. Many do not realize they have committed a crime; most have no idea they have seriously jeopardized their future. The seriousness of this problem is made personally real in this document. A true-to-life film.

Getting Busted: 16mm sound - 27 min.

This film is an in-depth study of an 18-year old's arrest for driving while under the influence of alcohol. It follows the case, the arrest, through the trial to the sentencing.

REFERENCE: Educator's Guide to Free Films
40th Annual Edition, 1980
Educators Progress Service, Inc.
Randolph, Wisconsin

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Vocabulary - Definitions

juvenile	: a young person; in some states under the age of of 18, in other states under the age of 16
justice	: just or righteous action; carried out by the law/courts
stage	: the scene of any noted action
action	: the doing of something; performance; activity
alternative	: a chance to choose between two (2) things
provide	: to make available; supply; afford
guidance	: to show the way; guide; help
investigate	: to search into; to study the facts
incident	: may happen; can occur, especially in connection with some other event
offender	: a person who breaks the law or rule
probation	: a trial or period of trial for finding out or testing a person's character or fitness

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Module: Juveniles and PINS **Module XXIV**

Objectives	Vocabulary	Enabling Activities
1. The student will be able to explain the difference between a juvenile delinquent and PINS (Person in Need of Supervision)	delinquent	1. Enter into group discussions over objectives
2. The student will discuss the causes he/she feel are the most important reasons for some teenagers getting into trouble with the law.	supervision	2. Listen to guest speaker: law-enforcement officer
3. The student will list five (5) ways in which parents, school officials, and people in the community can help teenagers from having problems with the law/courts.	explain	3. Collect information on community groups that assist juvenile delinquents or PINS in your area.
4. The student will discuss actions that can be taken to prevent teenagers from becoming delinquents or PINS.	discuss	4. Formulate group lists on ways to prevent juvenile delinquency in the community
5. The student will listen and ask questions of a law-enforcement officer.	reason	5. Review vocabulary/word meanings
	prevent	6. View films
	opinions	
	officials	
	actions	
	counselors	

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Resources

Handouts: Juvenile Delinquents and PINS

Supplementary Reading: The Young American Citizen

Films

Pamphlets from community organizations that help and guide teenagers

Guest speakers

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Film Synopsis

Shoplifting, It's a Steal: 16mm sound - 15 min.

Everyday a lot of nice kids are arrested for shoplifting. Many don't realize they've committed a crime; most have no idea they have seriously jeopardized their future. The seriousness of this problem is made personally real in this document, true-to-life film.

Getting Busted: 16mm sound - 27 min.

This film in full color, is an in-depth study of an 18-year old's arrest for driving while under the influence of alcohol. It follows the case from the arrest, through the trial, and to the sentencing.

Teenage Drinking and Driving: 16mm sound - 30 min.

This film, in full color, details a course of action against teenage drinking and driving.

Thirteenth Place: 16mm sound - 15 min.

A case study of the relationship between a teenager and her counselor. It gives a comprehensive view of counseling process and PINS.

REFERENCE: Educator's Guide to Free Films
40th Annual Edition, 1980
Educators Progress Service, Inc.
Randolph, Wisconsin

Vocabulary - Definitions

delinquent	:	someone who violates the law
supervision	:	the act of overseeing or directing
explain	:	to make plain; to give the reasons for
discuss	:	to debate fully and openly
reason	:	an explanation for some belief or in defense of some act
prevent	:	to keep from happening; to stop
opinions	:	a judgment about a person or thing
official	:	having authority to perform a service
actions	:	the doing of something; performance; activity
counselors	:	an advisor; a person who recommends what is to be done

1. Delinquent - Someone who violates the law
2. Supervision - The act of overseeing or directing
3. Explain - To make plain; to give reason
4. Prevent - To keep from happening
5. PINS - Person In Need of Supervision
6. Officials - Having authority to perform a service
7. Counselors - An advisor; a person who recommends what is to be done
8. Crime - An act that is forbidden by law

HIDDEN WORD PUZZLE

Find all vocabulary terms in this puzzle. Words may be read left to right, up or down. When you locate a word in the puzzle, circle it and check it off on your vocabulary list next to the puzzle.

F	I	H	A	D	E	L	I	N	Q	U	E	N	T
P	Z	Q	R	S	L	K	A	B	R	Z	L	B	Y
I	C	F	A	C	O	U	N	S	E	L	O	R	S
N	X	M	X	Z	Y	J	P	Y	W	X	M	Z	P
S	U	P	E	R	V	I	S	I	O	N	L	E	Z
O	M	R	Z	Q	J	Y	F	G	F	Z	R	X	P
C	G	E	Y	X	U	M	N	P	F	X	W	P	S
F	A	V	P	W	V	Y	Z	W	I	P	M	L	K
B	Y	E	W	X	E	F	B	Q	C	K	O	A	F
C	K	N	Z	U	N	D	E	F	I	G	Z	I	O
Z	R	T	L	K	J	P	Z	Y	A	L	K	N	P
O	P	Q	C	R	I	M	E	T	L	J	Z	Y	W
R	M	N	Q	Z	E	F	A	P	S	Z	K	X	Y

ANSWER SHEET

Page 8: ROADWORK

5, 10, 1, 4, 8, 6, 2, 3

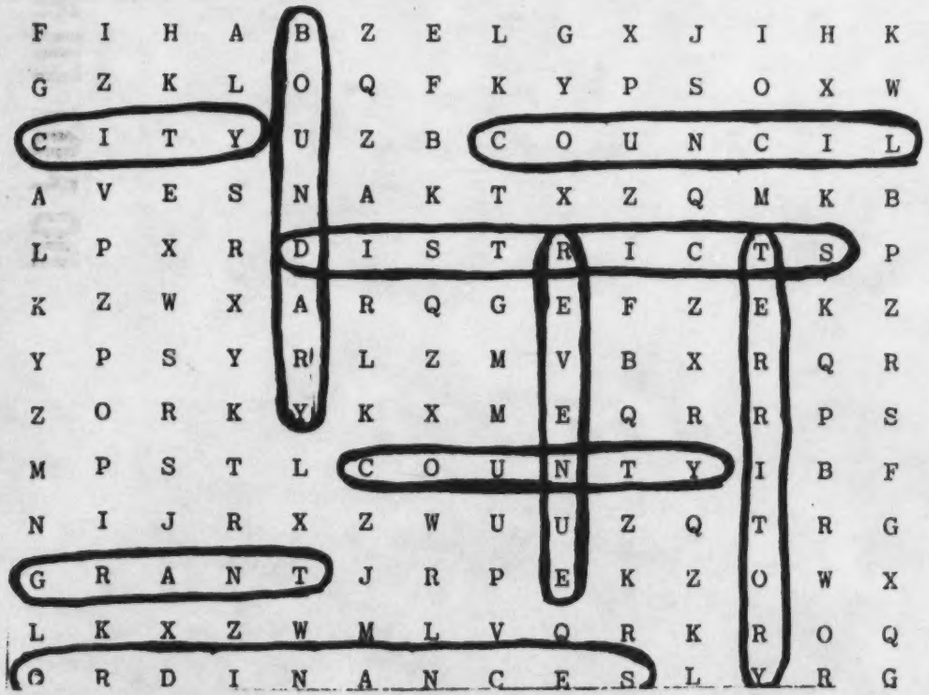
Page 9: ON THE ROAD

16, 17, 18, 13, 11, 15

Page 25: LEGAL DOCUMENTS IN YOUR LIFE

H, E, A, D, C, B, F, G

Page 39: HOW YOUR LOCAL GOVERNMENT WORKS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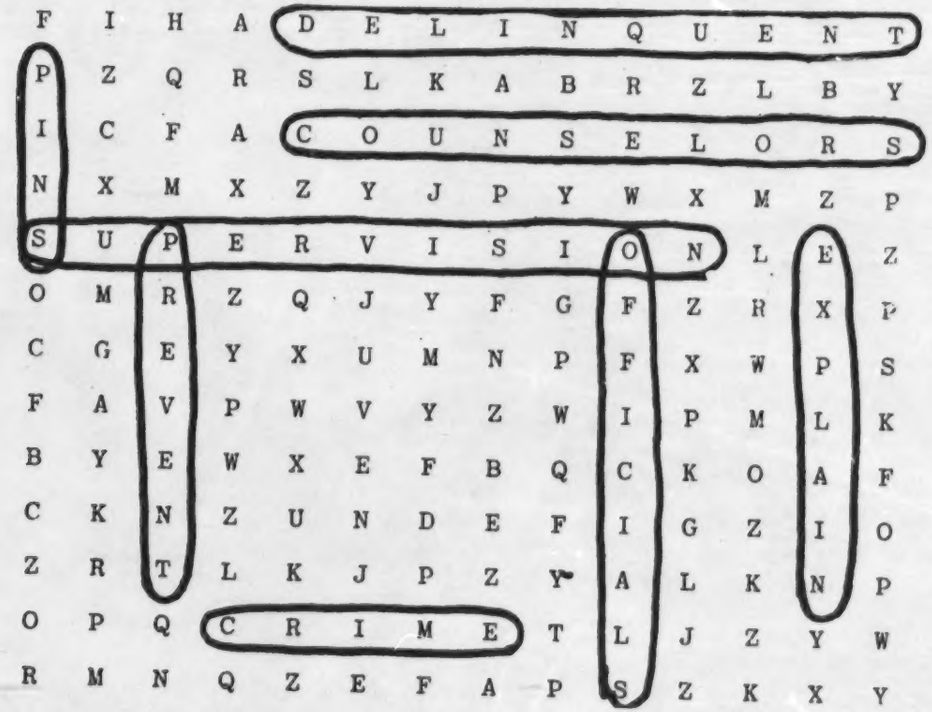
G Z K L O Q F K Y P S O X W
C I T Y U Z B C O U N C I L
A V E S N A K T X Z Q M K B
L P X R D I S T R I C T S P
K Z W X A R Q G E F Z E K Z
Y P S Y R L Z M V B X R Q R
Z O R K Y K X M E Q R R P S
M P S T L C O U N T Y I B F
N I J R X Z W U U Z Q T R G
G R A N T J R P E K Z O W X
L K X Z W M L V Q R K R O Q
O R D I N A N C E S L Y R G

Page 74: JUVENILES AND PINS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P Z Q R S L K A B R Z L B Y
I C F A C O U N S E L O R S
N X M X Z Y J P Y W X M Z P
S U P E R V I S I O N L E Z
O M R Z Q J Y F G F Z R X P
C G E Y X U M N P F X W P S
F A V P W V Y Z W I P M L K
B Y E W X E F B Q C K O A F
C K N Z U N D E F I G Z I O
Z R T L K J P Z Y A L K N P
O P Q C R I M E T L J Z Y W
R M N Q Z E F A P S Z K X Y

K N O W Y O U R L A W S

Competency Task Matrix - Modules 1 - 24

	Objectives / Vocabulary: Road Signs	Objectives / Vocabulary: Hidden Puzzles	Objectives / Vocabulary: Diagrams	Objectives / Vocabulary: Contracts	Objectives / Vocabulary: Social Forms	Objectives / Vocabulary: Cause and Effect
READING						
WRITING	Fill in tax form	Objectives (list) in writing	Objectives (describe) in writing	Write your county commissioner	Write your state congressman	Complete a legal and binding contract
SPEAKING/ LISTENING	Listen to a lawyer	Partaicipation in group discussions	Role playing	Listen to a policeman/woman	Describe orally an accident	Describe orally a crime being committed
VIEWING	Films	Cassettes	Sight game	County government in action	Acutal court hearings	Visiting county jail - field trip
PROBLEM SOLVING	Decide what each legal document is for	Decide which court system for criminal/circuit	Decide citizen's duties and responsibilities	Decide which laws are state or local	Decide which candidate to vote for	Decide when you need a lawyer
INTERPERSONAL RELATIONS	Peer grouping discussions	Role playing in groups	Be successful in knowing your laws	Interact with police successfully	Ask questions of guest speakers, lawyers, judges. and law enforcement officers	
COMPUTATION	Your tax forms	Food stamp forms	Lease contracts			

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Know Your Laws consists of twenty-four (24) competency-based modules. There are 130 objectives which are categorized in the first three (3) levels of the Cognitive Domain. These objectives parallel the Adult Performance Level Competencies in which an adult must demonstrate some degree of functional proficiency in order to succeed.

Vocabulary: Since legal terminology is involved in studying the laws, a vocabulary list with definitions is provided in each module. The teacher should emphasize the importance of the list and have his/her learners become knowledgeable of the vocabulary pertinent to each objectives. Vocabulary review is stressed to enhance the student's terminology so that in discussing the laws, he/she will be able to utilize the correct words with regard to specific legal matters.

Enabling Activities: Suggested Enabling Activities are included in each module to assist the student in completing each objective. Field trips are encouraged to the local courts and county jail. This affords the student personal encounters with the law in action. Guest speakers from the Florida Bar Association (local lawyers and judges) and members of our law enforcement community are more adept at discussing and interpreting specific areas of law. Guest speakers also afford the student the opportunity to interact more closely with people directly involved in the law within the community.

In this specific area, the teacher can be flexible by incorporating Enabling Activities that he or she feels would further enchance the completion of each module's objective. Group discussions, role playing and mock voting are just some of the group interactive methods used to stimulate complete classroom attention to the specific subject matter. Feel free to be flexible, creative; a learning facilitator who has enthusiasm and spontaneity which will be contagious. When reinforcing, incorporate new interests and approaches. Please tell the learners of their progress and improvement, as an additional incentive is provided by the knowledge of progress. Most important of all, a democratic climate promotes learning,and motivation can carry a learner to new heights of individual achievement.

Resources: To support each module, free resources have been gathered from various sources of the federal, state and local government printing offices. Here again, be flexible. If you have any government booklets pertinent to the subject area of a particular module, utilize them. Supplementary reading for each module is listed in the bibliography section.

Film Synopsis: The film synopsis is taken directly from the Free Educator's Guide to Films. These films correlate closely to the specific subject matter of each module. It is suggested that you order films in advance, so that you receive the films prior to teaching the specific module in which they are included. There are other sources of free films, and these sources should be tapped in the event a specific film cannot be acquired.

Pre/Post Tests: The pre-test can be administered either orally or by reading and answering the true and false questions. On some tests, the student must read certain items. If you have not assessed a learner's reading skills, such a pre-test can be used for this purpose. If the learner cannot read or write the answers, discussing the questions orally will help you determine whether the problem is weak reading and writing skills, or lack of knowledge of the subject area.

As the learner completes each module, you will want to check his or her mastery of the subject matter. The pre/post-tests are sequenced so that each module has a specific group of test questions. Therefore, you may test, utilizing the pre-test up to the specific module the learner has completed. You have the freedom to ask questions similar to those on the pre-test, or administer the pre-test. If, at the end of a module there are areas the student is unable to cope with, then he or she should be channeled back into the specific area for review or referred to supplementary material.

It is suggested that the post-test be given in its entirety upon the learner's completion of all twenty-four (24) modules.

Skills: For these materials, the author has tried to avoid assigning traditional grade levels. Competency-based materials do not follow the traditional vocabulary development designed for grade levels 1 - 12; therefore, no precise grade level can be assigned. Objectives have been written in

the first three (3) levels of the Cognitive Domain, combined with Competency Tasks Matrix, so an approximation would put these materials generally at the 6 to 12 grade levels.

Many activities are included to give the student the opportunity to develop skills. See Know Your Laws Competency Task Matrix (p. 76). Reading and listening are input skills; speaking and writing are output skills. Problem-solving involves the ability of the adult learner to make the best decisions. Various activities have been included in these modules to assist the learners in developing good skills. Some of the materials provided are in the form of hypothetical situations followed by the suggestions for group discussions or simulation of situations involving role playing. The adult learners interaction assists in the development of an interpersonal relationship with a diversified group of people. The ability of the adult learner to communicate and interact successfully in Enabling Activities leads to more successful daily coping within his or her community and with people within the community.

Diagnosis and Placement: An adult learner's attention span is longer and interest in learning is higher when the topic being studied is considered by the learner to be personally important. This principle should be applied in moving the learner through the competency-based modules, and this is precisely why the author sequenced the modules from personal to general in accordance with the table of contents.

Along with recognizing the learner's personal areas of interest as he or she perceives them to be, you also need to diagnose the learner's competency level.

Whether you determine these levels formally or informally, it is information you should have.

A formal means of assessing a learner's competency is available from:

The American College Testing Corp.
2201 N. Dodge Street
P. O. Box 168
Iowa City, Iowa 52240

The test is based on the APL original 40-item survey and will tell you the learner's competency level in each of the five (5) knowledge areas.

In order to complete your diagnosis, you also have to determine skill levels of the learners.

Below is a list of some general skill tests used with adults:

The Adult Basic Learning Examination (ABLE)
The Psychological Corporation
757 3rd Avenue
New York, New York 10017

(ABLE is an instrument for determining general education levels of adults who have not completed the eighth (8th) grade. It tests vocabulary, reading, spelling, arithmetic and problem solving)

The Tests of the Adult Basic Education (TABE)
California Test Bureau
Del Monte Research Park
Monterey, California 93940

(This test measures an adult's achievement in reading language, arithmetic and spelling. The examination has a locator test and three (3) forms):

level E (easy)
level M (medium)
level D (Difficult)

The Wide Range Achievement Test (WRAT)
The Psychological Corporation
757 3rd Avenue
New York, New York 10017

(This is an individual screening instrument for oral reading, spelling and arithmetic).

It should be clear that there is no set order for progression through the series of twenty-four (24) modules. You may use one or all 24 modules as each is a self-contained unit of learning with a test measurement.